

118 E. Union Street, Marshville, NC 28103 | Town Hall:704.624.2515 | Fax:704.624.0175

## Application for Employment

The Town of Marshville considers applicants for all positions without regard to race, color, religion, sex, national origin, age, the presence of a medical condition or handicap, or any other legally protected status.

Today's Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Position Applying For: \_\_\_\_\_

List any training, skills, or experience you have that would be relevant to your qualifications for this position: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you have a valid Driver's License?  Yes  No

Driver's License Number: \_\_\_\_\_ State Issued: \_\_\_\_\_ Expiration

Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

List any special certifications (such as CDL) that you have on your license: \_\_\_\_\_

\_\_\_\_\_  
Please specify any moving violation citations received in the past 12 months: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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Are you over 18 years of age?  Yes  No

If not, can you provide proof of your eligibility to work?  Yes  No

Are you a United States citizen?  Yes  No

If not, do you have work authorization?  Yes  No

Have you been employed with the Town of Marshville previously?  Yes  No

Are you currently on layoff status and subject to recall?  Yes  No

Can you travel if a position requires it?  Yes  No

What type of employment are you seeking?  Fulltime  Part Time  Temporary  Seasonal

What date would you be available to begin work? Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Have you been arrested or convicted of any criminal offense other than minor traffic violations? (Arrests or convictions will not necessarily exclude you from employment. The nature, date, and job relatedness of the arrest or conviction will be considered.)  Yes  No

If you have been arrested or convicted of a criminal offense, please explain: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

High School: \_\_\_\_\_ Location: \_\_\_\_\_

Did you graduate?  Yes  No Year: \_\_\_\_\_

Major/Minor, Type of Degree: \_\_\_\_\_

Vocational or Trade School: \_\_\_\_\_ Location: \_\_\_\_\_

Did you graduate?  Yes  No Year: \_\_\_\_\_

Major/Minor, Type of Degree: \_\_\_\_\_

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College/University: \_\_\_\_\_ Location: \_\_\_\_\_

Did you graduate?  Yes  No Year: \_\_\_\_\_

Major/Minor, Type of Degree: \_\_\_\_\_

Graduate or Professional: \_\_\_\_\_ Location: \_\_\_\_\_

Did you graduate?  Yes  No Year: \_\_\_\_\_

Major/Minor, Type of Degree: \_\_\_\_\_

Please list any other trainings or certifications: \_\_\_\_\_

Employer: \_\_\_\_\_

Job Title: \_\_\_\_\_

Address: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Dates of Employment: From: \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

Hourly Rate/Salary: Starting: \_\_\_\_\_ Ending: \_\_\_\_\_

Work performed/job duties: \_\_\_\_\_

Reason for separation: \_\_\_\_\_

May we contact this employer?  Yes  No

Employer: \_\_\_\_\_

Job Title: \_\_\_\_\_

Address: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Dates of Employment: From: \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

Hourly Rate/Salary: Starting: \_\_\_\_\_ Ending: \_\_\_\_\_

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Work performed/job duties: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for separation: \_\_\_\_\_

May we contact this employer?  Yes  No

Employer: \_\_\_\_\_

Job Title: \_\_\_\_\_

Address: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Dates of Employment: From: \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

Hourly Rate/Salary: Starting: \_\_\_\_\_ Ending: \_\_\_\_\_

Work performed/job duties: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for separation: \_\_\_\_\_

May we contact this employer?  Yes  No

Employer: \_\_\_\_\_

Job Title: \_\_\_\_\_

Address: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Dates of Employment: From: \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

Hourly Rate/Salary: Starting: \_\_\_\_\_ Ending: \_\_\_\_\_

Work performed/job duties: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for separation: \_\_\_\_\_

May we contact this employer?  Yes  No

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Please list three references who are not related to you, not previous employers and what will speak openly about you:

Name: \_\_\_\_\_ Year's known: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Name: \_\_\_\_\_ Year's known: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Name: \_\_\_\_\_ Year's known: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

### Applicant's Statement:

I certify that the answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements and information contained in this application for employment as may be necessary in arriving at an employment decision and specifically consent by signature below to review my prior employment personnel files.

I understand that I will be required to undergo drug and alcohol screening upon an offer of employment and prior to my actual employment and that the confirmed presence of any illegal drugs in the urine sample will be cause for disqualifying me as an applicant. I further understand and authorize the Town of Marshville to conduct a background investigation. I understand that providing false information will be grounds for rejection of my application and/or dismissal if I am employed.

I understand and acknowledge that my employment relationship with the Town of Marshville will be "at will," which means that I may resign at any time and the Town may terminate my employment at any time, with or without cause. I further understand that my "at will" employment relationship may not be changed by any written document or by conduct unless the Town Manager specifically authorizes such changes in a binding written agreement.

In the event of my employment, I understand that any false or misleading information given in my application or interviews may result in immediate discharge. I understand, also, that I am required to abide by all rules, regulations, and policies of the Town.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Returning the Completed Application along with a copy of your resume:

- Email: LMedlin@Marshville.org
- Mail: Town Hall, Attention Human Resources: 118 E. Union Street., Marshville, NC
- Deliver to Town Hall: 118 E. Union Street, Marshville, NC 28103