

Town of Rural Hall
Employment Application



**Town of Rural Hall
P.O. Box 549
423 Bethania-Rural Hall Road
Rural Hall, NC 27045
Phone: 336-969-6856; FAX: 336-969-9081**

**APPLICATION INSTRUCTIONS
PLEASE READ AND FOLLOW CAREFULLY**

- Applications are accepted for current TOWN OF RURAL HALL vacancies only.
- A separate application must be completed for each position for which you apply.
- Please type or print application information. Use black ink ONLY to complete the application.
- Photocopies of the application may be submitted with the current date, position desired, and an original signature.
- Resumes and cover letters may be submitted with the completed application for supplemental information.
- Incomplete applications will not be considered. Applications received unsigned, undated, incomplete, or after the closing date, will be eliminated from consideration.
- A completed TOWN OF RURAL HALL Employment Application must be either submitted to the TOWN OF RURAL HALL at 423 Bethania-Rural Hall Road, Rural Hall, NC 27045 by 4:00 pm or mailed to the above address and postmarked by the closing date to be considered for a current vacancy.
- The Town of Rural Hall does not keep applications on file. You must apply for each vacancy for which you want to be considered.
- All applications become the property of Town of Rural Hall and cannot be returned.

Town of Rural Hall is an equal opportunity employer.

Town of Rural Hall Employment Application

Position Applied For _____

Date _____

First Name	MI	Last Name	SSN
Address	City	State	
Zip Code	County	Daytime Phone	Evening Phone

EDUCATION

	High School	Vocational/Technical	College/University	Graduate/Professional
School Name and Location				
Did you Graduate?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> GED	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Dates Attended				
Credit Hours				
Type of Degree				
Course of Study/Major				

SKILLS

List any fields of work for which you are currently licensed, registered, or certified. Give dates and issuing agency.

List any office or other special skills (typing wpm, shorthand, business machines, professional equipment, etc.) you possess.

List any computer hardware and software with which you have experience.

List any foreign languages in which you are fluent.

GENERAL INFORMATION

All questions must be answered

- Do you currently work for the Town of Rural Hall? yes no
- Are you a former employee of Rural Hall? yes no
If yes, indicate department and date separated _____
- Are you related by blood or marriage to any person currently employed by Rural Hall? yes no
If yes, indicate name, department, and relationship _____
- Have you ever worked under another name? (Used to verify work experience, education, etc.) yes no
If yes, please list _____
- Are you legally eligible to work in the United States? yes no
- Do you have a valid driver's license? Indicate state of issuance and DL# _____ yes no
- Have you ever been convicted of any unlawful offenses, other than a minor traffic violation: yes no
If yes, please explain fully on separate sheet. NOTE: A conviction record will not necessarily exclude you from employment. Factors such as age at the time of offense, rehabilitation efforts, how recent the offense was, nature of the crime, and the type of job for which you are applying for will be considered.
- When will you be available to begin work (mo/day/yr)? _____

EMPLOYMENT HISTORY

PLEASE READ CAREFULLY

Using a separate section for each position, describe in detail ALL work experiences beginning with your present or most recent job. Include periods of unemployment, military service, internships, and volunteer and summer work. Use additional Continuation Sheets if necessary. Be sure to indicate whether employment was full-time or part-time, and if part-time, state the average number of hours worked per week. Incomplete information will result in the disqualification of your application. DO NOT WRITE "REFER TO RESUME."

Employer _____	Address _____	Phone _____
Job Title _____	Supervisor's Name and Title _____	No. Supervised by You _____
Date Employed (Mo/Yr) _____	Starting Salary: \$ _____ Per _____	May We Contact Employer?
Date Separated (Mo/Yr) _____	Ending Salary: \$ _____ Per _____	<input type="checkbox"/> yes <input type="checkbox"/> no
<input type="checkbox"/> Full-time _____ # years _____ # months	<input type="checkbox"/> Part-time _____ # years _____ # months; If part-time, # of hours worked per week _____	
Reason for Leaving/Wanting to Leave: _____ _____		
Description of Work: _____ _____ _____ _____		

Employer _____	Address _____	Phone _____
Job Title _____	Supervisor's Name and Title _____	No. Supervised by You _____
Date Employed (Mo/Yr) _____	Starting Salary: \$ _____ Per _____	May We Contact Employer?
Date Separated (Mo/Yr) _____	Ending Salary: \$ _____ Per _____	<input type="checkbox"/> yes <input type="checkbox"/> no
<input type="checkbox"/> Full-time _____ # years _____ # months	<input type="checkbox"/> Part-time _____ # years _____ # months; If part-time, # of hours worked per week _____	
Reason for Leaving: _____ _____		
Description of Work: _____ _____ _____ _____		

Employer _____	Address _____	Phone _____
Job Title _____	Supervisor's Name and Title _____	No. Supervised by You _____
Date Employed (Mo/Yr) _____	Starting Salary: \$ _____ Per _____	May We Contact Employer?
Date Separated (Mo/Yr) _____	Ending Salary: \$ _____ Per _____	<input type="checkbox"/> yes <input type="checkbox"/> no
<input type="checkbox"/> Full-time _____ # years _____ # months	<input type="checkbox"/> Part-time _____ # years _____ # months; If part-time, # of hours worked per week _____	
Reason for Leaving: _____ _____		
Description of Work: _____ _____ _____ _____		

Employer _____	Address _____	Phone _____
Job Title _____	Supervisor's Name and Title _____	No. Supervised by You _____
Date Employed (Mo/Yr) _____	Starting Salary: \$ _____ Per _____	May We Contact Employer? _____
Date Separated (Mo/Yr) _____	Ending Salary: \$ _____ Per _____	<input type="checkbox"/> yes <input type="checkbox"/> no
<input type="checkbox"/> Full-time _____ #years _____ #months	<input type="checkbox"/> Part-time _____ # years _____ # months; If part-time, # of hours worked per week _____	
Reason for Leaving: _____ _____		
Description of Work: _____ _____ _____ _____		

Name	Address	References	Phone	Relationship
1). _____	_____	_____	_____	_____
2). _____	_____	_____	_____	_____
3). _____	_____	_____	_____	_____

CERTIFICATION

I certify all the statements made in this application and any attached documents are true, complete, and correct to the best of my knowledge and belief and are made in good faith. I understand that any false statements or information may be grounds for rejection of my application or dismissal if I am employed. I also understand that as a condition of my employment, I will be required to furnish documentation verifying my identity and eligibility to work in the United States. A background check of my driving, criminal, credit, or other records may be conducted before employment. I permit the TOWN OF RURAL HALL to conduct a police and court records investigation of my background if relevant to the job for which I am applying.

I authorize all my current and previous employers, including the U.S. Government or U.S. Military, and other persons, registration and licensing boards, and educational institutions listed on my application, to provide the Town of Rural Hall with any job-related information requested. I waive any right to legal claims against a disclosing person, employer, or institution and the prospective employer seeking and using this information for hiring purposes. Notwithstanding any provisions of Federal or State law, I also waive any right I may have to review confidential material or information received by the Town of Rural Hall from a person, employer, or institution.

I certify that if I am a male between the ages of 18 and 26, I am aware of and in compliance with all applicable registration requirements of the Military Selective Service Act.

Signature of Applicant (Unsigned applications will not be processed)

Date