



## **EMPLOYMENT APPLICATION INSTRUCTIONS**

1. Only original applications are accepted..... no fax or photocopies.
2. Applications are accepted for advertised positions only.
3. Candidates submitting applications with missing information will not be considered for employment.
4. The appropriate application for each position must be completed with all requested information including all work history, references, etc., and signed in ink.
5. Any lapse in employment history requires written explanation.
6. The job title, and department name should be completed.
7. Special requirements such as skills test results, transcripts, etc., must be included with the application at the time the application is submitted.
8. Resumes are accepted as supplemental information only and cannot be used as a substitute for employment history on the application.
9. Applications will not be accepted after the position announcement closing date.

## **APPLICATION REVIEW/INTERVIEW PROCESS**

- After the closing date, applications are reviewed for pertinent qualifications. The most qualified applicants for each position are selected for further consideration.
- Interviews are conducted by department supervisors from this select group of qualified applicants.
- Note: The minimum education for all positions in Town of Stallings is a High School Diploma or GED.

<b>TOWN OF STALLINGS, NORTH CAROLINA</b> P.O. Box 35 Stallings, North Carolina 28106	<b>Application for Employment</b>	Date of Application _____
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Last Name _____	First Name _____	Middle Name _____	
Address _____	City _____	State _____	Zip Code _____
Social Security Number _____	Driver's License Number _____	Home Telephone _____	Business Telephone _____

<b>POSITION APPLIED FOR</b>  Department _____  Job Title _____  Position Number _____	(Do Not Complete This Block) <b>Date Application Received</b>   <b>OFFICIAL USE ONLY</b>
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1. Are you currently employed by the Town of Stallings? \_\_\_\_\_ If yes, which department? \_\_\_\_\_

2. Have you ever been employed by the Town of Stallings? \_\_\_\_\_ If yes, when? \_\_\_\_\_

3. Are you related by blood or marriage to any person now working for the Town of Stallings? \_\_\_\_\_

If yes, give name, relationship to you and the department where employed. \_\_\_\_\_

Have you ever been convicted of an offense against the law other than a minor traffic violation? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, Please attach a certified copy of your arrest record to the application. A conviction does not mean you cannot be hired. The offense and how recently you were convicted will be evaluated in relationship to the job for which you are applying.

Please list any traffic convictions and dates. \_\_\_\_\_

**AVAILABILITY** (CHECK the types of work you will accept)

\_\_\_\_\_ 1) Full Time \_\_\_\_\_ 2) Part Time \_\_\_\_\_ 3) Temporary \_\_\_\_\_ 4) Seasonal

If you are not available for work now, enter the earliest date you could begin work (mo/day/yr) \_\_\_\_\_

Are you available to travel if the position requires it? \_\_\_\_\_

**SKILLS** (CHECK the following skills, experiences etc. which you have)

_____ Sign Language	_____ Shorthand ( specify wpm) _____
_____ Foreign Language (specify) _____	_____ Legal transcription
_____ Data entry (specify speed) _____	_____ Medical transcription
_____ Typing (specify wpm) _____	_____ Word processing skills (specify which software)

**EDUCATION**

Circle highest year completed: 1 2 3 4 5 6 7 8 9 10 11 12 **GED College** 1 2 3 4

**Graduate School** 1 2 3 4

Schools	Name and Location	Dates Attended (mo/yr) FROM: TO:	Graduate	Type of Degree
High School			Yes <input type="checkbox"/> No <input type="checkbox"/>	
College(s) University(ies)			Yes <input type="checkbox"/> No <input type="checkbox"/>	
Graduate or Professional			Yes <input type="checkbox"/> No <input type="checkbox"/>	
Other educational, vocational schools			Yes <input type="checkbox"/> No <input type="checkbox"/>	

**WORK HISTORY:** Please list present and past employment, beginning with most recent. Attach additional pages as necessary to describe major duties.

Current or Last Employer		Address						
Job Title		Supervisor's Name			Telephone		May we contact this employer?	
		Number					YES	NO
Date Employed	Date Separated	<b>Full Time</b>	Years	Months	Starting Salary	Ending or Current Salary		
		<b>Part Time</b>	Years	Months	\$ per	\$ per		
Reason for Leaving:								
List major duties in order of their importance in the job:								

Employer		Address						
Job Title		Supervisor's Name			Telephone Number		May we con tact this employer?	
		Number					YES	NO
Date Employed	Date Separated	<b>Full Time</b>	Years	Months	Starting Salary	Ending or Current Salary		
		<b>Part Time</b>	Years	Months	\$ per	\$ per		
Reason for Leaving:								
List major duties in order of their importance:								

Employer		Address						
Job Title		Supervisor's Name			Telephone		May we contact this employer?	
		Number					YES	NO
Date Employed	Date Separated	<b>Full time</b>	Years	Months	Starting Salary	Ending or Current Salary		
		<b>Part time</b>	Years	Months	\$ per	& per		
Reason for Leaving:								
List major duties in order of their importance:								

**LICENSES and CERTIFICATIONS** List, giving dates and sources of issuance.

**PROFESSIONAL/ WORK REFERENCES** Please do not list personal references or relatives.

Name	Address	Telephone

The facts set forth in my application for employment are true and complete. I understand that if employed, false statements on this application shall be considered sufficient cause for dismissal. You are hereby authorized to make any investigation of my personal history and financial and credit record through any investigative or credit agencies or bureaus of your choice. If employed by the Town of Stallings, I certify that my spouse and I have paid all current taxes owed or will pay such taxes before they become delinquent, and that we **will** also pay all such future taxes before they become delinquent. I understand that failure to comply with this provision shall be grounds for dismissal.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Equal Employment Opportunities with Town of Stallings are allowed without regard to sex, race, religion, color, national origin, age, or non-disqualifying handicap.  
 In accordance with the 1986 Immigration Reform and Control Act (IRCA), and person hired by the Town of Stallings after Nov. 6<sup>th</sup> 1986 must either be a US citizen or possess current employment authorization from the U.S. Immigration and Naturalization Service (INS).