

**APPLICATION FOR EMPLOYMENT  
TOWN OF MOORESVILLE**

P.O. Box 878  
Mooreville, NC 28115

Date of Application:

Please Print or Type

Last Name:		First Name:		Middle Name:	
Address (Street number and name):			City:		County:
State:	Zip Code:	Phone (Day time/Work):		Phone (Evening/Home):	
Email Address:		Which shifts will you accept? <input type="checkbox"/> Day <input type="checkbox"/> Evening <input type="checkbox"/> Night <input type="checkbox"/> Rotating <input type="checkbox"/> Weekends			
Which job status will you accept? <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary		When will you be available to start work? No date is necessary if you are available as soon as you give two weeks notice.    _____ Month    _____ Day    _____ Year			
Enter below the specific title(s) of the job(s) for which you are applying. Limit of 3 jobs per application.					Referral Source:
1)		2)		3)	

**WORK HISTORY**

List Work History (include volunteer experience). Use additional sheets if necessary.  
Give complete information. "SEE RESUME" IS NOT ACCEPTABLE.

1) Current or Last Employer:		Address:			City, State, Zip Code:	
Job Title:		Supervisor's Name:		Supervisor's Phone #:	No. Supervised by you:	
Date Employed (mo/yr):	Starting Salary: \$        per	Ending or Current Salary: \$        per	Reason for Leaving:		May We Contact Employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Date Separated (mo/yr):	List major duties in order of importance in the job:					
Full-time Yrs/Mos:						
Part-time Yrs/Mos:						
Hours worked per week:						
2) Previous Employer:		Address:			City, State, Zip Code:	
Job Title:		Supervisor's Name:		Supervisor's Phone #:	No. Supervised by you:	
Date Employed (mo/yr):	Starting Salary: \$        per	Ending or Current Salary: \$        per	Reason for Leaving:		May We Contact Employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Date Separated (mo/yr):	List major duties in order of importance in the job:					
Full-time Yrs/Mos:						
Part-time Yrs/Mos:						
Hours worked per week:						
3) Previous Employer:		Address:			City, State, Zip Code:	
Job Title:		Supervisor's Name:		Supervisor's Phone #:	No. Supervised by you:	
Date Employed (mo/yr):	Starting Salary: \$        per	Ending or Current Salary: \$        per	Reason for Leaving:		May We Contact Employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Date Separated (mo/yr):	List major duties in order of importance in the job:					
Full-time Yrs/Mos:						
Part-time Yrs/Mos:						
Hours worked per week:						

EDUCATION												
Give complete information. "SEE RESUME" IS NOT ACCEPTABLE.												
Circle highest grade 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	Location	Graduate?	Major/Minor Course Work	Type of Degree Received								
High School:		Yes No										
College:		Yes No										
Graduate:		Yes No										
Professional:		Yes No										
Vocational/Other:		Yes No										

**OTHER CONSIDERATIONS**

If the job(s) applied for calls for specific courses or training ,indicate those taken and credits received:

Current professional status (List fields of work for which you have been registered):

Registration: \_\_\_\_\_ State: \_\_\_\_\_ No: \_\_\_\_\_

Registration: \_\_\_\_\_ State: \_\_\_\_\_ No: \_\_\_\_\_

List membership in professional, honorary or technical societies:	List licenses and certifications (Give dates and sources of issue):
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Are you a veteran? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, Date active service began: _____ Date active service ended: _____	Are you related by blood or marriage to any person now working for the Town of Mooresville? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, give name, relationship and Dept.: _____	Have you ever worked for the Town? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, give dates and Dept.: _____
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Have you ever been convicted of any law violation(s) including moving traffic violations but excluding offenses which were finally adjudicated in a Juvenile Court under a youth offender law?  Yes  No If yes, list all such convictions, including court location and dates:

Check the following skills, experiences, etc. which you have:

<input type="checkbox"/> Valid Driver's License Number: _____ State: _____ <input type="checkbox"/> Class A <input type="checkbox"/> Class B <input type="checkbox"/> Class C	<input type="checkbox"/> Backhoe, grader, etc. (Please list): _____ <input type="checkbox"/> Adding machine/calculator <input type="checkbox"/> Computer Skills (specify programs): _____ <input type="checkbox"/> Typing (specify WPM): _____ <input type="checkbox"/> Word Processing (specify programs): _____ <input type="checkbox"/> Other (specify): _____
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**REFERENCES**

List three persons not related to you who have knowledge of your qualifications. Do not repeat names from Work History.

1) Name:	Address/City/State/Zip:	Phone:
2) Name:	Address/City/State/Zip:	Phone:
3) Name:	Address/City/State/Zip:	Phone:

I certify that all information provided in this employment application is true and complete. I understand that any false information or omission may disqualify me from further consideration for employment and may result in my dismissal if discovered at a later date. I understand that a background check of my driving, criminal, credit or other records may be conducted before or after employment. I permit the Town to conduct a police and court records investigation of my background. 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. I authorize any and all of 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 Mooresville 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 Mooresville from a person, employer, or institution. I understand that if I am extended an offer of employment, it may be considered upon my successfully passing a complete pre-employment physical exam. I agree to provide any or all medical information as may be deemed necessary to judge my capability to do the work for which I am applying. I understand I will be required to successfully pass a drug screening examination. I hereby consent to a pre- and/or postemployment drug screening as a condition of employment, as required by Town of Mooresville Policy. 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.

I UNDERSTAND THAT THIS APPLICATION OR SUBSEQUENT EMPLOYMENT DOES NOT CREATE A CONTRACT OF EMPLOYMENT NOR GUARANTEE EMPLOYMENT FOR ANY DEFINITE PERIOD OF TIME. IF EMPLOYED, I UNDERSTAND THAT I HAVE BEEN HIRED AT THE WILL OF THE EMPLOYER AND MY EMPLOYMENT MAY BE TERMINATED AT ANY TIME, WITH OR WITHOUT CAUSE AND WITH OR WITHOUT NOTICE.

_____ Signature of Applicant (Unsigned application will not be processed)	_____ Date
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