

Employment Application

Position applied for:

Name

First

Middle

Last

Name under which you have worked or been educated, if different from current name:

First

Last

Mailing Address

Address Line 1

Address Line 2

City

State

Zip Code

Email

Home/Cell Phone

Are you a US citizen?

Yes No

If no, are you authorized to work in the US?

Yes No

Have you ever been convicted of a crime, excluding misdemeanors and minor traffic violations?

Yes No

If yes, describe in full

If required for job, would you have access to vehicle to carry out the duties of the position?

Yes No

Have you ever worked for the Town of Kure Beach before?

Yes No

If yes, in what position did you work and what dates?

Are you related by blood or marriage to any person now employed by the Town of Kure Beach?

Yes No

If yes, give name(s) & relationship(s)

Are you currently employed?

Yes No

May we contact your current employer?

Yes No

Current Employer Phone

If needed, I am willing to work:

- Days
- Evenings
- Weekends
- Holidays
- All of the Above

Available start date for position for which you are applying?

Name of High School or Equivalent

High School Diploma?

Yes No

GED?

Yes No

Name of College or University

Number of Years Complete

Degree and Year Received

List fields of work for which you are licensed, registered or certified giving date(s) and source(s) of issuance.

List Microsoft Office skills, machines you can operate, and other skills in which you are proficient.

Do you have any specific training relative to the position for which you are applying?

Were you in the US Armed Forces?

Yes No

List Duties in Service including Special Training:

Are you currently a member of the military reserves or National Guard?

Yes No

National Guard current duties and/or special training:

Do you have any specific training or information relative to the position for which you are applying?

Work Experience

Provide information on any work experiences you have had including Military, Volunteer, Internships and formal employment. Begin with your current or last work experience. If more space is needed, you may attach a continuation sheet.

Employment 1

Name of Employer

Position Title

Starting Salary

Ending Salary

Name & Title of Supervisor

Start Date

End Date

Address

Address Line 1

Address Line 2

City

State

Zip Code

Job Duties

Reason for Leaving

Is there any other prior employment experience information you feel is relevant to evaluating your qualifications for this position?

Personal References

Please provide three personal references of people, other than relatives or past employers, who can provide information about your character, ability, experience, personality and other qualities.

Reference 1

Name

First

Last

Home/Cell Phone

Address

Address Line 1

Address Line 2

City

State

Zip Code

Relationship (ex.: co-worker, friend, Pastor, etc.)

CERTIFICATE OF APPLICANT

I hereby certify that all information in this application is true and correct to the best of my knowledge, and I agree to permit the investigation of each statement made by me hereon unless otherwise indicated. I understand that my employment may be contingent upon passing a physical examination including a substance abuse screening and a background check. Employment is also subject to an initial probationary period and verification that age and citizenship/visa status meet legal requirements. I further understand that any misstatement on this application may be cause for discharge.

I do hereby authorize a review of and full disclosure of all records concerning myself to any duly authorized agent of the Town of Kure Beach, whether the said records are of a public, private, or confidential nature. I also certify that any person(s) who may furnish such information concerning me shall not be held accountable for giving this information, and I do hereby release said person(s) from any and all liability which may be incurred as a result of furnishing such information. A photocopy of this release statement will be valid as an original thereof, even though the said photocopy does not contain an original writing of my signature.

Type Your Full Name

Application Date

Upload Resume Here