

TOWN OF TARBORO
EMPLOYMENT APPLICATION
An Equal Opportunity/Affirmative Action Employer

Applications may be mailed to: Human Resources, Town of Tarboro, PO Box 220
Tarboro, NC 27886, or hand delivered to: 500 N. Main Street <http://www.tarboro-nc.com>

Fill out all sections **COMPLETELY** and to the best of your ability. Your application will be used as part of the examination process and, therefore, should represent your best effort. **Unsigned or incomplete applications will not be considered.** Once submitted, application materials become the property of the Town. An application must be received in Town Hall by 5 pm on the closing date posted to ensure consideration. The Town does **not** accept FAXED applications. Photocopied applications must have an original signature and current date. If a position is posted as "may close without notice," **APPLY IMMEDIATELY.**

CURRENT INFORMATION

(1) POSITION APPLYING FOR: _____ DATE: _____
_____ DATE: _____

(2) When will you be available for employment? (i.e. immediately, 2 weeks' notice) _____

(3) Are you seeking ☐ Full-time ☐ Part-time

(4) NAME: _____
(Last) (First) (Middle)

(5) ADDRESS: _____
Street City State Zip

(6) HOME TEL # () _____ BUS. TELEPHONE # () _____

CELL # () _____ E-MAIL ADDRESS _____ (if applicable)

(7) Do you have the following accounts: **Twitter** ☐ Yes ☐ No **Facebook** ☐ Yes ☐ No **Instagram** ☐ Yes ☐ No

GENERAL INFORMATION

If you need to explain any answer, use the space under **EXPLANATIONS** near the end of this application.

(8) Apart from absences for religious observances, check conditions that you are willing to accept.

Occasional:	<input type="checkbox"/> night work	<input type="checkbox"/> weekend work	<input type="checkbox"/> overtime	<input type="checkbox"/> rotating shifts	<input type="checkbox"/> "on-call"
Regular:	<input type="checkbox"/> night work	<input type="checkbox"/> weekend work	<input type="checkbox"/> overtime	<input type="checkbox"/> rotating shifts	<input type="checkbox"/> "on-call"
Frequent	<input type="checkbox"/> night work	<input type="checkbox"/> weekend work	<input type="checkbox"/> overtime	<input type="checkbox"/> rotating shifts	<input type="checkbox"/> "on-call"

(9) Have you ever been employed with the Town of Tarboro? ☐ Yes ☐ No

If YES, what department and when: _____

(10) Have you applied to the Town of Tarboro before? ☐ Yes ☐ No

If YES, indicate what position and when: _____

(11) Are you willing to accept the starting salary as posted on our advertisement? ☐ Yes ☐ No

(12) Are you now or were you previously related in any way to a Town employee? ☐ Yes ☐ No

If YES, give name, relationship and department: _____

(13) Are you able to perform all of the duties of the job you have applied for? ☐ Yes ☐ No

(14) Are you an American citizen or do you currently have authorization to work in the U.S.? ☐ Yes ☐ No

(15) Did you receive any of your education or employment experience under another name? ☐ Yes ☐ No
If YES, please explain under EXPLANATIONS.

EDUCATION

Provide your complete history

(16) Indicate highest school year completed: (i.e. 8, 12, and 16) _____

(17) Name of High School _____ City _____ State _____

(18) Have you received a **high school diploma**? [☐] Yes [☐] No **OR** **GED** [☐] Yes [☐] No

Education Beyond High School	Name and Location	Attended From				Did You Graduate?	Credit Hours	Degree, Diploma, Certificate Earned or # of Yrs.	Major Minor
		Mo.	Yr.	Mo.	Yr.				
College(s) University(ies)						Yes No			
Graduate or Professional Schools						Yes No			
Technical Institutes, Internship, Other						Yes No			

****Please attach a copy of each diploma, degree, and/or certification to this application****

KNOWLEDGE, SKILLS & ABILITIES

(19) Please list any knowledge, skills, or abilities you have that you feel are applicable to the position for which you are applying. Include skills with equipment or machines you can operate. If you wish consideration for a secretarial/clerical position, indicate typing speed and word processing software packages known and/or used.

(a) _____ (d) _____
(b) _____ (e) _____
(c) _____ (f) _____

REGISTRATIONS, LICENSES, CERTIFICATIONS

(20) List fields of work for which you have been registered, licensed or certified:

Registration: _____ State: _____ No: _____ Exp. Date: _____

Registration: _____ State: _____ No: _____ Exp. Date: _____

Other: _____

(21) Please list your **VALID DRIVER'S LICENSE NUMBER** and the state in which it was issued. If you do not have a driver's license, please put "NONE" in the blank - **Number:** _____

State: _____

(22) Is your driver's license a Commercial Driver's License? [☐] Yes [☐] No

If YES, indicate the class _____

EMPLOYMENT

Record your complete work history in the spaces below. If needed, additional sheets containing the same information and in the same format are acceptable. BEGIN with your current or most recent position. Include military and related volunteer experience. Be sure to account for gaps in your employment history. **ALL SPACES MUST BE COMPLETED OR MARKED N/A (not applicable). "See attached resume" is NOT acceptable in the duties space.**

A. CURRENT OR MOST RECENT EMPLOYMENT (or explain gap in employment)

JOB TITLE _____ Starting Salary _____ Last Salary _____

Date employed _____ Date Separated _____

Employer or company _____ Telephone # _____

Employer or company address _____

Name and Title of most current supervisor _____

Full-time for: Yrs ____ Mos ____ Part-time for: Yrs. ____ Mos ____ # of employees supervised by you _____

If you worked part-time, the number of hours worked per week _____

DUTIES IN ORDER OF IMPORTANCE _____

REASON FOR LEAVING or desiring a change _____

B. NEXT MOST RECENT EMPLOYMENT (or explain gap in employment)

JOB TITLE _____ Starting Salary _____ Last Salary _____

Date employed _____ Date Separated _____

Employer or company _____ Telephone # _____

Employer or company address _____

Name and Title of most current supervisor _____

Full-time for: Yrs ____ Mos ____ Part-time for: Yrs ____ Mos ____ # of employees supervised by you _____

If you worked part-time, the number of hours worked per week _____

DUTIES IN ORDER OF IMPORTANCE _____

REASON FOR LEAVING or desiring a change _____

C. NEXT MOST RECENT EMPLOYMENT (or explain gap in employment)

JOB TITLE _____ Starting Salary _____ Last Salary _____

Date employed _____ Date Separated _____

Employer or company _____ Telephone # (____) _____

Employer or company address _____

Name and Title of most current supervisor _____

Full-time for: Yrs ____ Mos ____ Part-time for: Yrs ____ Mos ____ # of employees supervised by you _____

If you worked part-time, the number of hours worked per week _____

DUTIES IN ORDER OF IMPORTANCE _____

REASON FOR LEAVING or desiring a change _____

D. NEXT MOST RECENT EMPLOYMENT (or explain gap in employment)

JOB TITLE _____ Starting Salary _____ Last Salary _____
Date employed _____ Date Separated _____
Employer or company _____ Telephone # (____) _____
Employer or company address _____
Name and Title of most current supervisor _____
Full-time for: Yrs ____ Mos ____ Part-time for: Yrs ____ Mos ____ # of employees supervised by you _____
If you worked part-time, the number of hours worked per week _____
DUTIES IN ORDER OF IMPORTANCE _____

REASON FOR LEAVING or desiring a change _____

- (23) Have you had disciplinary action taken against you in the past 12 months? ☐ Yes ☐ No
If YES, explain under EXPLANATIONS. (A YES will not automatically disqualify you.)
- (24) (a.) Have you ever been dismissed or forced to resign from any job held? ☐ Yes ☐ No
(b.) Were you dismissed or forced to resign for disciplinary reasons? ☐ Yes ☐ No
(If YES to "a" or "b", explain under EXPLANATIONS. (A YES will not automatically disqualify you.)
- (25) May we contact your present employer for reference prior to an interview (if granted)? ☐ Yes ☐ No
If you are not currently employed, please check here N/A (____). If NO, explain under EXPLANATIONS.

EXPLANATIONS

ITEM # _____
ITEM # _____
ITEM # _____
ITEM # _____

Certification and Release (MUST BE SIGNED AND DATED BELOW)

- To the best of my knowledge and belief, the information given truly represents my background and experience. I understand that if I have knowingly or negligently misrepresented, falsified or omitted any information during the application process, or have made any changes to the format or wording of this application form, I may be disqualified for employment consideration or dismissed from employment with the Town.
- I authorize my current and former employers to give any information regarding me or my employment, whether or not it is on their records. I hereby release them from any damage whatsoever for issuing same.
- I also authorize educational institutions which I attended to reveal my scholastic ratings, as well as degrees or certificates earned, to the Town of Tarboro; and associations, registration and licensing boards and to others to furnish whatever detail is available concerning my qualifications. Notwithstanding any provision of State or Federal law, I expressly waive any right I have to review information the Town receives from an employer or educational institution under a promise of confidentiality.
- I also permit the Town of Tarboro to conduct a Police, Court, Credit and/or Motor Vehicle Records Investigation of my background where related to the job for which I am applying. I understand that if I offered employment, I will be tested for drug and alcohol use (per our Town Ordinance Sec. 13-112) to determine if I am currently using or abusing these substances. I consent to the testing and understand that the results could preclude my appointment.
- I understand and acknowledge that should I be employed by the Town of Tarboro, then I serve "at will". This means that I may be terminated at any time. I further understand that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically approved by the Town Manager

SIGNATURE _____ **DATE** _____

**SUPPLEMENT TO TOWN OF TARBORO
EMPLOYMENT APPLICATION**

The Town of Tarboro is an Equal Opportunity Employer. **Please complete this form in order for us to comply with the reporting requirements of the Equal Employment Opportunity Commission. This form will be separate from your employment application.** Other than the information you provide in Section I, the information on this form will not be used in any way in our selection process or for any personnel action following employment. It will be maintained in personnel files which must be kept confidential under State law. Public disclosure of this information without your consent would be a violation of state general statutes.

I. POSITION APPLIED FOR: _____

NAME _____
Last First Middle **DATE OF APPLICATION** _____

II. SEX: (Please circle) Male Female

III. ETHNIC CATEGORY: (Please circle)

White - Origins in any of the original peoples of Europe, N. Africa, or the Middle East.

Black - Origins in any of the Black racial groups of Africa. (Not Hispanic)

Hispanic - Mexican, Puerto Rican, Cuban, Central, or South American or other Spanish Culture or origin regardless of race.

Asian or Pacific Islander - Origins in the Far East, Southeast Asia, the Indian Subcontinent or the Pacific Islands.

American Indian or Alaskan Native - Origins in any of the original peoples of North America.

HOW DID YOU LEARN OF THIS OPENING: (Check)

_____ Employment Security Commission

_____ Town Website

_____ Television-Channel 19

_____ Came to Municipal Building

_____ Radio

_____ **Other** (specify) _____

DRUG SCREENING

All **FINAL** applicants must pass a drug screening process. Further information will be provided at the appropriate time in the employment process.

OVERTIME COMPENSATION AGREEMENT

For employees subject to the overtime provisions of the Fair Labor Standards Act (FLSA), we generally allow the employee to choose between time off or pay for overtime worked. However, either is subject to supervisory approval and may be affected by budgetary constraints.

SELECTIVE SERVICE REGISTRATION

If **male** and age 18 to 26, have you registered for Selective Service?

(Please circle) Yes No

If not, you will have 30 days to comply if selected for a position as required by Federal law.

BIRTH DATE: _____

SOCIAL SECURITY NUMBER: _____

CERTIFICATION (THIS FORM MUST BE SIGNED)

I certify that I have read and understand the information contained on this form, complied with the instructions provided, and have done so truthfully to the best of my knowledge.

Name

Date

An Equal Opportunity/Affirmative Action Employer