

# Town of Cleveland Employment Application

INSTRUCTIONS: Applications must be completed, signed and dated to receive employment consideration. Applications not filled out completely will not be considered for employment. It is important that you fill out all sections of this application 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. PLEASE TYPE OR PRINT LEGIBLY. You may attach your resume with this application, however, a resume will not be accepted in lieu of an application. We consider applicants only for vacant positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, disability or any other legally protected status. It the responsibility of each applicant to notify us if any reasonable accommodations are necessary to allow them to complete the application process.

## 1. PERSONAL DATA

Today's Date _____	Social Security Number _____
Last Name _____	First Name _____ MI _____
Street Address _____	
City _____	State _____ Zip _____
Telephone -- Day (_____) _____ Evening (_____) _____	
If no phone, where can you be reached? _____	Are you under the age of 18? _____
NC Drivers License License Number: _____	Date Issued _____
CDL: Yes No Restrictions: _____	Current: Yes No
<b>Citizenship:</b> I certify that I am <input type="checkbox"/> a U.S. citizen <input type="checkbox"/> a non-citizen with permanent work authorization <input type="checkbox"/> a non-citizen with renewable work authorization	

## 2. WORK PREFERENCES

In general, what position or type of work are you applying for? _____
Date available to start: _____ Minimum acceptable salary _____
Are you seeking: <input type="checkbox"/> Full-time permanent <input type="checkbox"/> Part-time permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Seasonal

## 3. EDUCATION

HIGH SCHOOL	OR	GED	COLLEGE – UNIVERSITY
CIRCLE NO. YEARS COMPLETED 0 1 2 3 4 GRADUATED YES NO		RECEIVED GED CERTIFICATE YES NO	CIRCLE NO. YEARS COMPLETED 0 1 2 3 4 GRADUATED YES NO
NAMES OF COLLEGES OR UNIV. ATTENDED UNDERGRADUATE (NAME/CITY/STATE)		MAJOR/MINOR	DATES ATTENDED FROM TO
			DEGREE EARNED
			DATE AWARDED

**EDUCATION (con't)**

GRADUATE (NAME/CITY/STATE)					

BUSINESS, TRADE OR CORRESPONDENCE SCHOOL NAME AND LOCATION	FROM	TO	SUBJECTS	COMPLETED?
				YES NO
				YES NO
TECHNICAL - PROFESSIONAL LICENSE	NUMBER	STATE ISSUED	DATE ISSUED	CURRENT
				YES NO

**4. EMPLOYMENT HISTORY**

List and describe your work experience separately by title. Begin with your present position and work backwards. Attach as many sheets as is necessary to account for your full record. Be sure to account for gaps in your employment history. Related volunteer experience should also be listed.

Currently Employed By \_\_\_\_\_ Job Title \_\_\_\_\_

Address \_\_\_\_\_ Starting Salary \_\_\_\_\_ Ending Salary \_\_\_\_\_

Telephone \_\_\_\_\_ Date Employed \_\_\_\_\_ Date Separated \_\_\_\_\_

Name and Title of Supervisor \_\_\_\_\_ Number of employees supervised by you \_\_\_\_\_

Duties and Responsibilities \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

Can we contact your current employer? YES NO

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 Previously Employed By \_\_\_\_\_ Job Title \_\_\_\_\_

Address \_\_\_\_\_ Starting Salary \_\_\_\_\_ Ending Salary \_\_\_\_\_

Telephone \_\_\_\_\_ Date Employed \_\_\_\_\_ Date Separated \_\_\_\_\_

Name and Title of Supervisor \_\_\_\_\_ Number of employees supervised by you \_\_\_\_\_

Duties and Responsibilities \_\_\_\_\_

**EMPLOYMENT HISTORY (con't)**

Reason for Leaving \_\_\_\_\_

-----  
Previously Employed By \_\_\_\_\_ Job Title \_\_\_\_\_

Address \_\_\_\_\_ Starting Salary \_\_\_\_\_ Ending Salary \_\_\_\_\_  
\_\_\_\_\_

Telephone \_\_\_\_\_ Date Employed \_\_\_\_\_ Date Separated \_\_\_\_\_

Name and Title of Supervisor \_\_\_\_\_ Number of employees supervised by you \_\_\_\_\_

Duties and Responsibilities \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for Leaving \_\_\_\_\_

-----  
Previously Employed By \_\_\_\_\_ Job Title \_\_\_\_\_

Address \_\_\_\_\_ Starting Salary \_\_\_\_\_ Ending Salary \_\_\_\_\_  
\_\_\_\_\_

Telephone \_\_\_\_\_ Date Employed \_\_\_\_\_ Date Separated \_\_\_\_\_

Name and Title of Supervisor \_\_\_\_\_ Number of employees supervised by you \_\_\_\_\_

Duties and Responsibilities \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for Leaving \_\_\_\_\_

## 5. GENERAL QUESTIONS

- a. Have you ever filed an application with us before?  Yes  No

If yes, give date and job title? \_\_\_\_\_

- b. Apart from absences for religious observations, will you accept employment requiring occasional night work or weekend work?  Yes  No

- c. Are you related by blood or marriage to any town employee?  Yes  No

If yes, give name, relationship and department \_\_\_\_\_

\_\_\_\_\_

- d. Indicate equipment you operate which may be used in the type of employment you are seeking (office equipment, copiers, computer, machine tools, vehicles, cleaning equipment, construction equipment, electronic equipment). \_\_\_\_\_

\_\_\_\_\_

- e. Indicate any information regarding your training, qualifications, and skills not covered elsewhere on this application (languages, software, special equipment etc). \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- f. How did you learn about employment opportunities with the Town of Cleveland? \_\_\_\_\_

\_\_\_\_\_

If your answer to any of the following questions is "YES" please attach a detailed explanation.

- g. Have you ever been fired from a job?  Yes  No

- h. Have you ever pled guilty to or been found guilty of any criminal offense or been convicted of any offense other than a minor traffic violation?  Yes  No

\*\*NOTE: A conviction record will not necessarily exclude you from employment.

The nature of the offense, when it occurred, and its job-relatedness will be considered.

## 6. PERSONAL REFERENCES

Please do not list family relatives. We recommend listing persons such as co-workers, teachers, etc., who have knowledge of your qualifications for the position for which you are applying. Do not repeat names of supervisors listed with your employment record unless they can no longer be contacted at those addresses. Include complete addresses and telephone numbers.

a. Name \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

b. Name \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

c. Name \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

### **Certification and Statement of Understanding**

I certify that all of the information furnished in this employment application and its addenda are true and complete to the best of my knowledge. I understand that the Town of Cleveland may investigate the information I have furnished. I authorize any person, firm, or organization to supply any information about me concerning any past employment, military duties, convictions, or personal information to the Town of Cleveland. I further release any such person, firm, or organization from any responsibility in disclosing such information, including from all liability for any damage that may result from furnishing such information to the Town.

I authorize the Town to obtain information regarding my record with the Division of Motor Vehicles if the position for which I am applying requires driving. I realize that any misrepresentation or false information included in the application materials or provided in the interview process can lead to the withdrawal of an offer of employment or to termination from employment. I understand and agree that, if hired, my employment is for no definite period and may be terminated at any time without prior notice and without cause.

Signature \_\_\_\_\_ Date \_\_\_\_\_

The Town of Cleveland is a drug-free workplace. Applicants might be required to successfully complete a pre-employment physical, drug testing and/or psychological evaluation. Individuals who refuse to take or who fail the drug test, after being informed, will be removed from employment consideration.

**You may attach your resume with this application. However, a resume will not be accepted in lieu of an application.**

