|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Application For Employment**  **TOWN OF WOODLAND 252-587-7161**  **123 E. Main St. 252-587-1893 Fax**  **Woodland, NC 27897 woodlandnc@mchsi.com** | | | | | | | We are an Equal Opportunity Employer and is committed to excellence through diversity. | Please print or type. The application must be fully completed to be considered. Please complete each section, even if you attach a resume. |
|  | | | | | | | | |
| **Personal Information** | | | | | | | | |
| Name | |  | | |  | |  |  |
|  | | | | | | | | |
| Address | |  | | | City | | State | Zip |
|  | | | | |  | |  |  |
| Phone Number | | Mobile Number | | | Email Address | |  |  |
|  | |  | | |  | | | |
| Are You A U.S. Citizen? | |  | | | Have You Ever Been Charged With A Crime? If yes, please explain on a separate sheet listing dates, charges, and outcome for each. | | | |
| Yes | No | | | | Yes | No | |  |
| If Selected For Employment Are You Willing To Submit to a Pre-Employment Drug Screening Test? | | | | | | | | |
| Yes | No | | | |  |  | |  |
| Do you have a valid Driver's License? | State  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | |  |
|  | | | | | | | | |
| **Position** | | | | | | | | |
| Position You Are Applying For | | | | | Available Start Date | |  | Desired Pay |
|  | | | | |  | | |  |
| Employment Desired | |  | | |  | |  |  |
|  |  | Full Time | |  | Part Time |  | Seasonal/Temporary |  |
|  | | | | | | | | |
| **Education** | | | | | | | | |
| School Name | | | Location | | Years Attended | | Degree Received | Major |
|  | | |  | |  | |  |  |
|  | | |  | |  | |  |  |
|  | | |  | |  | |  |  |
|  | | |  | |  | |  |  |
| **[** | | | | | | | | |
| **References (Do not list family members.)** | | | | | | | | |
| Name | | | | | Title | | Relationship | Phone |
|  | | | | |  | |  |  |
|  | | | | |  | |  |  |
|  | | | | |  | |  |  |
| **Employment History** | | | | | | | | |
| **Employer (1)** | |  | | | Job Title | |  | Dates Employed |
|  | | | | |  | | |  |
| Work Phone | |  | | | Starting Pay Rate | |  | Ending Pay Rate |
|  | | | | |  | | |  |
| Address | |  | | | City | | State | Zip |
|  | | | | |  | |  |  |
| **Employer (2)** | |  | | | Job Title | |  | Dates Employed |
|  | | | | |  | | |  |
| Work Phone | |  | | | Starting Pay Rate | |  | Ending Pay Rate |
|  | | | | |  | | |  |
| Address | |  | | | City | | State | Zip |
|  | | | | |  | |  |  |
| **Employer (3)** | |  | | | Job Title | | | Dates Employed |
|  | | | | |  | | |  |
| Work Phone | |  | | | Starting Pay Rate | |  | Ending Pay Rate |
|  | | | | |  | | |  |
| Address | |  | | | City | | State | Zip |
|  | | | | |  | |  |  |
| **Employer (4)** | |  | | | Job Title | |  | Dates Employed |
|  | | | | |  | | |  |
| Work Phone | |  | | | Starting Pay Rate | |  | Ending Pay Rate |
|  | | | | |  | | |  |
| Address | |  | | | City | | State | Zip |
|  | | | | |  | |  |  |
| **Employer (5)** | |  | | | Job Title | |  | Dates Employed |
|  | | | | |  | | |  |
| Work Phone | |  | | | Starting Pay Rate | |  | Ending Pay Rate |
|  | | | | |  | | |  |
| Address | |  | | | City | | State | Zip |
|  | | | | |  | |  |  |
|  | | | | | | | | |
| **Signature Disclaimer** | | | | | | | | |
| 1.I certify that my answers are true and complete to the best of my knowledge.  If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.  2. I authorize the Town of Woodland to obtain information from past employees and other sources to support the data on this application, including a review of my educational, criminal, and credit records, as appropriate.  3. You may contact my PRESENT employer \_\_\_\_\_Yes or \_\_\_\_\_\_No (If no, explain)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | |
| Name (Please Print) | |  | | | Signature | | | |
|  | | | | |  | | | |
| Date | |  | | |  | | | |
|  | | | | |  | | | |

Revised on 4/11/19