



**Town of Red Springs
Application for Employment
217 S. Main Street
Red Springs, North Carolina 28377**

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital status, sexual orientation, or any other legally protected status. **WE ARE AN EQUAL OPPORTUNITY EMPLOYER.**

When completing this application please make sure that you :

- ✓ Apply for one Vacancy per Application
- ✓ Give Complete Information on your Education and Work History
- ✓ List each job held separately and your duties for each position
- ✓ Review your application for any mistakes
- ✓ Sign and date your application

Position Applied For		Date of Application	
How did you learn about us?			
Last Name	First Name	Middle Name	
Mailing Address	City	State	Zip Code
Telephone Number(s)		Work Number	
If you are under 18 years of age, can you provide required proof of your eligibility to work? Yes No			
Have you ever filed an application with us before? Yes No		If yes, give date:	
Have you ever been employed with us before? Yes No		If yes, give date:	
Are you currently employed? Yes No		May we contact your present employer? Yes No	

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? Proof of citizenship or immigration status will be required upon employment. Yes No			
Federal law requires males age 18 through 25 to register with the Federal government to comply with the Military Selective Service Act. North Carolina GS 143B-421.1 prohibits local governments from employing any males who have not complied with the federal Selective Service Registration regulations. If this requirement pertains to you, have you complied with the Federal law? (Check the appropriate box to the right). Do not enter a response if the regulations do not apply Yes No			
On what day would you be available for work?	Can you travel if a job required it? _ Yes _ No		
Are you available for work: _ Full Time _ Part Time _ Shift Work _ Temporary			
Have you been convicted of a felony within the last 7 years? _ Yes _ No If yes, please explain:			
EDUCATION			
Name and Address of School:	Course of Study	Years Completed	Diploma/ Degree
Elementary School :			
High School :			
Undergraduate College :			
Other (Specify)			
Describe any specialized training, apprenticeship, skills, and extra curricular activities-Include Civilian or Military Training:			

Work History: (include volunteer experience) Use Additional Sheets if Necessary

Current or Last Employer:		Address:	
Job Title:		Supervisor's Name:	
Telephone No.:	No. Supervised by you	Date Employed	Starting Salary \$ per
Ending or Current Salary \$ per	Reason for Leaving	May we contact your employer? Yes No	
Date Separated:		List Major Job Duties:	
No. of Hours per Week:			

Current or Last Employer:		Address:	
Job Title:		Supervisor's Name:	
Telephone No.:	No. Supervised by you	Date Employed	Starting Salary \$ per
Ending or Current Salary \$ per	Reason for Leaving	May we contact your employer? Yes No	
Date Separated:		List Major Job Duties:	
No. of Hours per Week:			

Current or Last Employer:		Address:	
Job Title:		Supervisor's Name:	
Telephone No.:	No. Supervised by you	Date Employed	Starting Salary \$ per
Ending or Current Salary \$ per	Reason for Leaving	May we contact your employer? Yes No	
Date Separated:		List Major Job Duties:	
No. of Hours per Week:			

• 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 Red Springs; 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 Red Springs to conduct a Police, Court, Credit and/or Motor Vehicle Records Investigation of my background.

• I understand that if I apply or have applied for certain jobs, I may be tested for drug and alcohol use to determine if I am currently 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 Red Springs, then I serve "at will". This means that I may be terminated at any time with or without cause. 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.

I UNDERSTAND THAT ON THE FIRST DAY OF EMPLOYMENT I WILL HAVE TO PROVIDE TWO (2) PIECES OF IDENTIFICATION TO PROVE LEGAL ELIGIBILITY TO WORK IN THE UNITED STATES.

I understand that I am required to abide by all rules and regulations of the employer.

Applicant Signature: _____

Date: _____

PLEASE NOTE: YOUR COOPERATION IS VOLUNTARY. INCLUSION OR EXCLUSION OF ANY DATA WILL NOT AFFECT ANY EMPLOYMENT DECISION.

Supplement to Town of Red Springs
Employment Application

The Town of Red Springs is an Equal Opportunity Employer. Please complete this form in order for us to comply with 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. This information will be maintained in personnel files that 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: MALE FEMALE

(Please circle)

III: _____
ETHNIC CATEGORY (Please check one of the following)

- White Black
- Hispanic American/ Indian/ Alaskan Native
- Asian/Pacific Islander

IV: Referral Source: _____
Advertisement Private Employment Agency
Town of Red Springs Website Friend
Walk-In Relative
Employee Other _____

