

EDUCATION

	Elementary School	High School	Undergraduate College/University	Graduate/Professional
School Name and Location				
Years Completed	4 5 6 7 8	9 10 11 12	1 2 3 4	1 2 3 4
Diploma/Degree				
Describe Course of Study				
Describe any specialized training, apprenticeship, skills and extra-curricular activities				
Describe any honors you have received				
State any additional information you feel may be helpful to us in considering your application				

Indicate any foreign languages you can speak, read and/or write			
	FLUENT	GOOD	FAIR
SPEAK			
READ			
WRITE			

<p>List professional, trade, business or civic activities and offices held. <i>You may exclude memberships which would reveal sex, race, religion, national origin, age, ancestry, or handicap or other protected status:</i></p> <p>_____</p> <p>_____</p> <p>_____</p>
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REFERENCES

<p>Give name, address and telephone number of three references who are not related to you and are not previous employers.</p> <p>1. _____</p> <p>2. _____</p> <p>3. _____</p>
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Have you ever had any job related training in the United States military? YES NO

If Yes, please describe _____

EMPLOYMENT EXPERIENCE

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, handicap or other protected status.

Employer	Dates Employed		Work Performed
	From	To	
Address			
Telephone Number (s)	Hr Rate	Salary	
	Starting	Final	
Job Title	Supervisor		
Reason for Leaving			
Employer	Dates Employed		Work Performed
	From	To	
Address			
Telephone Number (s)	Hr Rate	Salary	
	Starting	Final	
Job Title	Supervisor		
Reason for Leaving			
Employer	Dates Employed		Work Performed
	From	To	
Address			
Telephone Number (s)	Hr Rate	Salary	
	Starting	Final	
Job Title	Supervisor		
Reason for Leaving			

If you need additional space, please continue on a separate sheet of paper.

Special Skills and Qualifications

Summarize special job-related skills and qualifications acquired from employment or other experience.

APPLICANT'S STATEMENT

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

Signature of Applicant

Date

FOR PERSONNEL DEPARTMENT USE ONLY

Arrange Interview YES NO

Remarks _____

Interviewer Date

Employed YES NO Date of Employment _____

Job Title _____ Salary/
Hourly Rate _____ Department _____

By _____
Name and Title Date

NOTES _____

Pre-Employment Release Authorization

This is to notify you that in connection with your application for employment or contract, the City of Pinehurst, its consultants, agents, or agent's employees may perform, request, obtain, or conduct a background check on you as part of the process of considering your application. This background check may include an inquiry into your Employment History, Education, General Character or Reputation, Work Experience, Volunteer Experience, Driving, and/or Criminal History. This information may be obtained by contacting your present and previous employers or references supplied by you. If the position for which you are applying requires handling money and/or having access to monies or other transferable monetary instruments, a Credit History may also be procured.

Please be advised that the City of Pinehurst may rely in whole or in part on the information obtained when determining whether to extend an offer of employment. Further, if the City of Pinehurst chooses not to extend an offer of employment based upon the information obtained through the background check process, you may request a copy of the information along with a summary of your rights under the Fair Credit Reporting Act.

By signing below, you authorize all entities having information about you, including present and former employers, criminal justice agencies, departments of motor vehicles, schools, and credit reporting agencies, to release such information to the City of Pinehurst or to any firm or individual retained by the City of Pinehurst to conduct employee investigations. In addition, your signature releases all investigators, including the City of Pinehurst, from all liability related to the procurement or disclosure of any information provided by you or about you in connection with your application.

Information obtained shall not be used for any purpose other than making an employment decision. No information shall be sold or in any way transferred to a third party except for the express purpose of conducting the background check.

_____ Date _____ Authorized Signature

Full Name _____
(Please print)

Date of Birth: _____ Social Security #: _____

Driver's License#: _____ State of Issue: _____

Residence Address History, Provide 5 years of address history:

Address	From	To