

APPLICATION FOR EMPLOYMENT

It is the policy of the Town of Harrisburg to provide equal opportunity with regards to all terms and conditions of employment. It is the Town's policy to comply with all federal and state laws prohibiting discrimination on the basis of race, color, creed, national origin, disability, veteran status, age, gender or any other protected classification or characteristic.

POSITION APPLIED FOR: _____

NAME: _____
Last *First* *Middle*

ADDRESS: _____
Number *Street*

City *State* *Zip*

PHONE: _____ **EMAIL:** _____

ARE YOU 18 OR OVER? YES NO

Are you eligible to work in the U.S.? YES NO
(Proof of eligibility will be required upon employment)

Are you presently employed? YES NO

Date Available for work: _____
Month *Day* *Year*

Is there a minimum salary you would accept?
 YES NO If yes, \$ _____

Check the type of work that you would accept:
 Full Time Part Time Temporary

Have you ever been employed by the Town of Harrisburg before?
 YES NO

If yes, when? _____ What Position? _____

SKILLS
<div style="text-align: center; background-color: #cccccc; padding: 2px;">SOFTWARE:</div> <div style="border: 1px solid black; height: 60px; margin-top: 5px;"></div> <p style="text-align: center; font-size: small; color: gray;"><i>see attached for more information</i></p>
<div style="text-align: center; background-color: #cccccc; padding: 2px;">OTHER SKILLS PERTINENT TO THE POSITION FOR WHICH YOU ARE APPLYING:</div> <div style="border: 1px solid black; height: 100px; margin-top: 5px;"></div> <p style="text-align: center; font-size: small; color: gray;"><i>see attached for more information</i></p>

EDUCATION / TRAINING

Circle Highest Grade Completed: 1 2 3 4 5 6 7 8 9 10 11 12 *If filling out electronically:*

College: 1 2 3 4 5 6 7 8 *If filling out electronically:*

Do you have a High School Diploma or GED? YES NO

	NAME AND LOCATION OF SCHOOL:	COURSE OF STUDY / DEGREE / MAJOR:
HIGH SCHOOL:		
COLLEGE:		
TECH / TRADE:		

OTHER CERTIFICATION OR SPECIALIZED TRAINING:

see attached for more information

Are you registered or licensed for a profession in North Carolina? YES NO

If yes, Profession: _____ License No: _____ Expires: _____

Do you have a valid driver's license? YES NO

Commercial driver's license? YES NO

LIST THE TYPES OF HEAVY OR MOTOR-DRIVEN EQUIPMENT YOU CAN OPERATE:

see attached for more information

Have you ever been bonded? YES NO

EMPLOYMENT HISTORY

INSTRUCTIONS: READ CAREFULLY BEFORE COMPLETING THE REMAINDER OF THIS SECTION.

Start with the most recent position and work back to the first position you held.

1. Give specific information about the nature and responsibilities of each position you have held. Use a separate block for each position, even if it is with the same employer.
2. List all employment including military service, part-time, and self-employment. Include all periods of unemployment except those during which you were a full-time student at an academic or technical institution.
3. **A RESUME MAY NOT BE SUBSTITUTED FOR THIS SECTION.** However, a resume may be attached upon full completion of this application.
4. If space is too limited for listing all your employment record, you may use an additional sheet of paper following the same format used below. Sign/print your name and include with this application.

MILITARY HISTORY
<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px; text-align: center;">PLEASE LIST YOUR MILITARY HISTORY:</div> <div style="border: 1px solid black; height: 100px; margin-bottom: 5px;"></div> <p style="text-align: center; font-size: small;"><i>see attached for more information</i></p>

REFERENCES			
<p>Please list three persons who are not related to you and who have a definite knowledge of your work. Do not repeat names of supervisors listed in your work history.</p>			
NAME:	BUSINESS / OCCUPATION:	ADDRESS:	PHONE:
<p>Do you have any relatives currently employed by the Town of Harrisburg? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If yes, Who? _____ In what position? _____</p> <p>In what department are they employed? _____</p> <p>What is the relationship? _____</p>			

CERTIFICATE OF APPLICANT
<p>I certify that the information I have provided on this application is complete and accurate and I give the Town of Harrisburg the right to investigate all information provided and to secure additional information as necessary. In accordance with the law and my understanding of this statement, I authorize my current and former employers to furnish information regarding my employment and hereby release from all liability all persons, companies or corporations furnishing such information in good faith.</p> <p>I understand that any false or misleading statements; or the failure to complete any portion of this application not prohibited by law may render this application void and, if employed, could be cause for immediate discharge.</p> <p>I understand and acknowledge that if hired any employment relationship with the Town of Harrisburg would be of an "at will" nature, meaning that I would have the right to terminate my employment at any time, with or without notice, and with or without cause, and that the Town of Harrisburg would have the same right.</p> <p>I further understand that if offered employment by the Town of Harrisburg, I would be required to submit to a pre-employment drug screening and background check, and my employment with the Town of Harrisburg would be contingent upon the results of these tests.</p> <p>Applicant's Signature: _____ Date: _____</p>

SUBMIT COMPLETED APPLICATIONS TO:
<p>Town of Harrisburg, PO Box 100, Harrisburg, NC 28075</p> <p>resumes@harrisburgnc.org</p> <p>704-455-5614</p>