



TOWN OF PINE KNOLL SHORES

EMPLOYMENT APPLICATION

An Equal Opportunity/Affirmative Action Employer

Applications may be mailed to 100 Municipal Circle, Pine Knoll Shores, NC 28512-6801. www.townofpks.com

Fill out all sections **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. **Unsigned or incomplete applications will not be considered.** Once submitted, application materials become the property of the Town. An application must be received in Town Hall by 4:30 pm on the closing date posted to ensure consideration. The Town does **not** accept FAXED applications. Photocopied applications must have an original signature and current date.

POSITION APPLYING FOR

(1) POSITION TITLE: _____ TODAY'S DATE: _____

PERSONAL INFORMATION

(2) NAME: _____
(Last) (First) (Middle)

(3) ADDRESS: _____
Street & No. or P.O. Box City State Zip

(4) BEST TEL # () _____ E-MAIL ADDRESS _____

(5) Are you 18 or older? [] Yes [] No If NO, what is your birth date? _____

GENERAL INFORMATION

(6) When will you be available for employment? (i.e. immediately, 2 week notice) _____

(7) Are you seeking [] Full-time regular [] Part-time regular [] Temp./prefer regular [] Temporary Only

(8) Have you ever been employed with the Town of Pine Knoll Shores? [] Yes [] No

If YES, what department and when: _____

(9) Have you applied to the Town of Pine Knoll Shores before? [] Yes [] No

If YES, indicate what position and when: _____

(10) Are you willing to accept a salary within the advertised normal starting salary range? [] Yes [] No

(11) Are you now or were you previously related in any way to a Town employee? [] Yes [] No

If YES, provide name, relationship and department: _____

(12) Are you able to perform all of the duties of the job you have applied for? [] Yes [] No

(13) Have you ever been convicted of a felony? [] Yes [] No If YES, please explain: _____

NOTE: A conviction record will not necessarily exclude you from employment. Factors such as age at time of offense, rehabilitation efforts, length of time since the offense, and nature of the crime will be taken into consideration.

(14) Are you an American citizen or do you currently have authorization to work in the U.S.? [] Yes [] No

(15) Did you receive any of your education or employment experience under another name? [] Yes [] No

If YES, please explain: _____

EDUCATION *Provide your complete education history*

(16) Have you received a high school diploma or equivalent? [] Yes [] No Indicate highest year completed: _____

(17) Name of High School _____ City _____ State _____

Education Beyond High School	Name and Location	Attended From		Did You Graduate?	Credit Hours	Degree, Diploma, Certificate Earned or # of Yrs.
		Mo. Yr.	Mo. Yr.			
Technical Institutes or Internships				Yes No		
College(s) University(ies)				Yes No		
Graduate or Professional Schools				Yes No		

KNOWLEDGE, SKILLS & ABILITIES

(18) Please list any knowledge, skills, or abilities you have that you feel are applicable to the position for which you are applying. Include skills with equipment or machines you can operate. If you wish consideration for secretarial/clerical position, indicate typing speed and word processing software packages known and/or used.

- (a) _____ (b) _____
 (c) _____ (d) _____
 (e) _____ (f) _____

REGISTRATIONS, LICENSES, CERTIFICATIONS

(19) List fields of work for which you have been registered, licensed or certified:

Registration: _____ State: _____ No: _____ Exp. Date: _____

Registration: _____ State: _____ No: _____ Exp. Date: _____

(20) Please list your **VALID DRIVER'S LICENSE NUMBER** and the state in which it was issued. If you do not have a driver's license, please put "NONE" in the blank - **Number:** _____ **State:** _____

(21) Is your driver's license a Commercial Driver's License? [] Yes [] No

EMPLOYMENT

Record your complete work history in the spaces below. If needed, additional sheets containing the same information and in the same format are acceptable. BEGIN with your current or most recent position. Include military and related volunteer experience. Be sure to account for gaps in your employment history. **ALL SPACES MUST BE COMPLETED OR MARKED N/A (not applicable).** "See attached resume" is NOT acceptable in the duties space.

A. CURRENT OR MOST RECENT EMPLOYMENT *(or explain gap in employment)*

JOB TITLE _____ Last Salary _____

Employer or company _____ Telephone # (____) _____

Employer or company address _____

Name and Title of most current supervisor _____

Date employed _____ Date Separated _____ Full-time for: Yrs ____ Mos ____ Part-time for: Yrs ____ Mos ____

If you worked part-time, the number of hours worked per week _____ # of employees supervised by you _____

DUTIES IN ORDER OF IMPORTANCE _____

REASON FOR LEAVING or desiring a change _____

B. CURRENT OR MOST RECENT EMPLOYMENT *(or explain gap in employment)*

JOB TITLE _____ Last Salary _____

Employer or company _____ Telephone # (____) _____

Employer or company address _____

Name and Title of most current supervisor _____

Date employed _____ Date Separated _____ Full-time for: Yrs ____ Mos ____ Part-time for: Yrs ____ Mos ____

If you worked part-time, the number of hours worked per week _____ # of employees supervised by you _____

DUTIES IN ORDER OF IMPORTANCE _____

REASON FOR LEAVING or desiring a change _____

C. CURRENT OR MOST RECENT EMPLOYMENT *(or explain gap in employment)*

JOB TITLE _____ Last Salary _____

Employer or company _____ Telephone # (____) _____

Employer or company address _____

Name and Title of most current supervisor _____

Date employed _____ Date Separated _____ Full-time for: Yrs ____ Mos ____ Part-time for: Yrs ____ Mos ____

If you worked part-time, the number of hours worked per week _____ # of employees supervised by you _____

DUTIES IN ORDER OF IMPORTANCE _____

REASON FOR LEAVING or desiring a change _____

(22) Have you had disciplinary action taken against you in the past 12 months? ? [] Yes [] No

If YES, explain _____

(23) a.) Have you ever been dismissed or forced to resign from any job held? [] Yes [] No

b.) Were you dismissed or forced to resign for disciplinary reasons? [] Yes [] No

If YES to "a" or "b" please explain _____

(24) May we contact your present employer for reference prior to an interview (if granted)? [] Yes [] No

If you are not currently employed, please check here (___)

Certification and Release (MUST BE SIGNED AND DATED BELOW)

- 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 Pine Knoll Shores; and associations, registration and licensing boards and 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 Pine Knoll Shores to conduct a Police, Court, Credit and/or Motor Vehicle Records Investigation of my background where related to the job for which I am applying.
- 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 using or 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 Pine Knoll Shores, then I serve "at will". This means that I may be terminated at any time. I further understand that this "at will" employment relationship may not be changed by any written document unless such change is specifically approved by the Town Administrator

SIGNATURE _____

DATE _____

**SUPPLEMENT TO TOWN OF PINE KNOLL SHORES
EMPLOYMENT APPLICATION**

The Town of Pine Knoll Shores is an Equal Opportunity Employer. **Please complete this form in order for us to comply with the 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. It will be maintained in personnel files which must be kept confidential under State law. Public disclosure of this information without your consent would be a violation of state general statutes.

I. APPLICATION DATE: _____ **POSITION APPLIED FOR:** _____

NAME _____
Last First Middle

II. SEX (Please circle) Male Female

III. ETHNIC CATEGORY (Please circle)

- White** - Origins in any of the original peoples of Europe, North Africa, or the Middle East.
- Black** - Origins in any of the Black racial groups of Africa. (Not Hispanic)
- Hispanic** - Mexican, Puerto Rican, Cuban, Central, or South American or other Spanish Culture or origin regardless of race.
- Asian or Pacific Islander** - Origins in the Far East, Southeast Asia, the Indian Subcontinent or the Pacific Islands.
- American Indian or Alaskan Native** - Origins in any of the original peoples of North America.

IV. HOW DID YOU LEARN OF THIS OPENING *Indicate below by placing a check next to source*

- _____ Newspaper (**specify**): _____
- _____ Employment Security Commission
- _____ Job Line
- _____ Employment Interest Card
- _____ Came to Municipal Building
- _____ Employment Opportunity List (**where posted**): _____
- _____ Internet
- _____ Other (**specify**): _____

V. DRUG SCREENING

All **FINAL** applicants for high risk or safety sensitive positions (HRSS) must pass a drug screening process. Further information will be provided at the appropriate time in the employment process.

VI. OVERTIME COMPENSATION AGREEMENT

For employees subject to the overtime provisions of the Fair Labor Standards Act (FLSA), we generally allow the employee to choose between time off or pay for overtime worked. However, either is subject to supervisory approval and may be affected by budgetary constraints.

VII. SELECTIVE SERVICE REGISTRATION

If male and age 18 to 26, have you registered for Selective Service? *(Please circle)*

Yes No

If not, you will have 30 days to comply if selected for a position as required by Federal law.

VIII. CERTIFICATION

I certify that I have read and understand the information contained on this form, complied with the instructions provided, and have done so truthfully to the best of my knowledge.

THIS FORM MUST BE SIGNED

SIGNATURE _____ **DATE** _____

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