

City of Reidsville

230 W. Morehead St.
Reidsville, NC 27320

Mail to:
Employment Security Commission
8340 NC 87
Reidsville, NC 27320

APPLICANT INFORMATION

The following information is requested for record keeping purposes in compliance with state and federal employment laws. The information will not be used for making employment decisions and will be separated from your application.

PERSONAL DATA

Social Security Number: _____ Date: _____

Name: _____
Last Name First Name MI

Address: _____
Street Address

City State Zip

Home Phone: (____) ____-____ Other Phone: (____) ____-____

Date of Birth: _____

ETHNICITY/GENDER

The following ethnic categories have been determined by the Equal Employment Opportunity Commission. You must indicate one of the following:

- Please check one:
- | | |
|--|--|
| A. <input type="radio"/> White Male | F. <input type="radio"/> Hispanic Female |
| B. <input type="radio"/> White Female | G. <input type="radio"/> American Indian / Aleutian Male |
| C. <input type="radio"/> Black Male | H. <input type="radio"/> American Indian / Aleutian Female |
| D. <input type="radio"/> Black Female | I. <input type="radio"/> Asian / Filipino Male |
| E. <input type="radio"/> Hispanic Male | J. <input type="radio"/> Asian / Filipino Female |

EDUCATION RECORD

Highest level of education completed:

<input type="radio"/> Grades 1st through 11th	<input type="radio"/> Bachelor's Degree
<input type="radio"/> High School / G.E.D.	<input type="radio"/> Master's Degree
<input type="radio"/> Associate's Degree	<input type="radio"/> Ph.D.

MILITARY SERVICE

Branch of Service: _____
Dates of Service: _____
Type of Discharge: _____

EMPLOYMENT RECORD

Please list all employment or volunteer experience for at least the past 8 years. Begin with your present or last position and work back. Provide sufficient qualifying experience. Please explain all periods of unemployment exceeding 90 days. Additional Information Sheets are available if needed. You may not attach a resume reflecting your employment history in lieu of completing this portion of the application; however, you may attach a resume as a supplement.

Employer: _____ Full-Time Position Title: _____
Address: _____ Part-Time Ending Salary: _____
City / State: _____ Supervisor's Name / Title: _____
Start Date (Mo./Yr.) _____ End Date (Mo./Yr.) _____ Mos. in Position _____ Supv. Phone _____
Reason for Leaving or Desiring a Change: _____
Describe duties, responsibilities you performed or skills you have that are required for the position for which you are now applying:

Employer: _____ Full-Time Position Title: _____
Address: _____ Part-Time Ending Salary: _____
City / State: _____ Supervisor's Name / Title: _____
Start Date (Mo./Yr.) _____ End Date (Mo./Yr.) _____ Mos. in Position _____ Supv. Phone _____
Reason for Leaving or Desiring a Change: _____
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Start Date (Mo./Yr.) _____ End Date (Mo./Yr.) _____ Mos. in Position _____ Supv. Phone _____
Reason for Leaving or Desiring a Change: _____
Describe duties, responsibilities you performed or skills you have that are required for the position for which you are now applying:

City employees are subject to the City of Reidsville Personnel Policy.

I certify that I have made no misrepresentation in this application and I have not withheld information in my statements and answers to questions. I hereby give my full permission for any and all information in this application to be investigated. I am aware that any misrepresentations may cause my application to be rejected or may cause dismissal if I am hired before such misrepresentations are discovered. I agree to submit to a drug test as permitted under law and understand that employment with the City of Reidsville is conditional based on passing said test. I understand that any appointment will be at the discretion of the Department Head concerned, subject to the approval of the City Manager. I understand that any employment will be 'at will,' which means that the City has no obligation to continue to employ me in the future. I also understand that this application is the property of the City of Reidsville and will become part of my personnel file if I am hired.

Signature of Applicant _____ Date _____



CITY OF REIDSVILLE EMPLOYMENT APPLICATION

Equal Opportunity, Reasonable Accommodation Employer Minority,
Female, Disabled

230 West Morehead Street
Reidsville, NC 27320

Name: _____ Date: _____

Address: _____ Telephone: (____) ____ - _____ (____) ____ - _____

City: _____ State: _____ Zip Code: _____

Position Applied For: _____ Job Order Number: _____

Are you a current City of Reidsville employee? Yes No If yes, what department? _____

EDUCATION RECORD *(Optional, unless required for the position for which you are now applying)*

For positions which require high school graduation or GED, or a college degree, a copy of the high school diploma/GED certificate or college diploma will be required at the time of interview.

Did you graduate from high school or receive a GED certificate? Yes No

SCHOOL NAME	LOCATION	DIPLOMA, DEGREE OR CERTIFICATE	MAJOR FIELD OF STUDY
Business/ Technical / Vocational 1.			
2.			
College/ Universities (Undergraduate) 1.			
2.			
Graduate Schools 1.			
2.			

LICENSES *(Optional, unless required for the position for which you are now applying)*

Driver's License - Check those that apply For positions which require specific licenses, copies of licenses will be required at the time of interview.

Operator's: Class M Class C Commercial: A B C

Endorsements: T - Twin P - Passenger N - Tanker H - Hazardous X - Both Hazardous & Tanker

Expiration Date: _____ Number: _____

List other current licenses, certifications, or registrations required for the position for which you are applying. Indicate types and dates received:

SPECIAL SKILLS/LANGUAGES *(Optional, unless required for the position for which you are now applying)*

List any special skills you possess and/or equipment or office machines you can operate: _____

Typing Test Score: _____ WPM Tested by ESC? Yes No Test Date: _____

Languages (Other Than English)

1. _____ Speak Read Write 2. _____ Speak Read Write

SELECTIVE SERVICE

Have you complied with Selective Service requirements? Yes No

Local governments are prohibited from employing anyone not meeting these requirements. Currently males, ages 18 to 25, are required to register with the federal government in accordance with the Military Selective Service Act.

OTHER INFORMATION

If you are a City of Reidsville employee, what is your employment status? Regular Temporary

May we contact your present employer? Yes No May we contact your former employers? Yes No

If you are not a current City of Reidsville employee, have you previously worked for the City? Yes No When? _____

Have you been convicted of a crime or have you pled nolo contendere or been granted deferred adjudication within the last ten years? Yes No

If yes, list all such offenses and state date, name of court and disposition. You may omit minor violations for which you paid a fine of \$50 or less.

Are you related to any member of the City Council or any person now employed by the City of Reidsville? Yes No

If yes, complete information: Name _____ Dept. _____ Relationship _____