

TOWN OF ORIENTAL
APPLICATION FOR EMPLOYMENT

(BACKGROUND CHECK PERFORMED ON ALL APPLICANTS – RANDOM DRUG TEST PERFORMED)

PLEASE PRINT

NAME: _____ SSN: _____

PRESENT ADDRESS: _____

PERMANENT ADDRESS: _____

PHONE: _____ (CELL)

(HOME)

DL NUMBER AND STATE: _____ ARE YOU A U.S. CITIZEN OR AN ALIEN AUTHORIZED TO WORK IN THE U.S.?

YES _____ NO _____

POSITION DESIRED: _____

DATE AVAILABLE: _____ DESIRED SALARY: _____

ARE YOU CURRENTLY EMPLOYED? _____ IF SO, MAY WE CONTACT YOUR CURRENT EMPLOYER?

_____ HAVE YOU EVER APPLIED TO THE TOWN OF ORIENTAL BEFORE, AND IF SO, WHEN?

_____ WERE YOU REFERRED BY ANYONE? _____

EDUCATION:

HIGH SCHOOL: _____

YEARS ATTENDED: _____ DID YOU GRADUATE:

_____ COLLEGE, TRADE, OR BUSINESS SCHOOL

_____ YEARS ATTENDED: _____

DID YOU GRADUATE:

_____ MAJOR/DEGREE:

_____ SPECIAL SKILLS:

_____ ACTIVITIES: (CIVIC, ATHLETIC, ETC.):

U.S. MILITARY SERVICE: _____ YEARS SERVED: _____

FORMER EMPLOYERS (LIST BELOW LAST THREE EMPLOYERS, STARTING WITH MOST RECENT ONE FIRST)

DATE MONTH/YEAR	NAME & ADDRESS OF EMPLOYER	SALARY	POSITION	REASON FOR LEAVING
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REFERENCES: GIVE THE NAMES OF THREE PERSONS NOT RELATED TO YOU WHOM YOU HAVE KNOWN AT LEAST ONE YEAR:

NAME	ADDRESS/ PHONE	BUSINESS	YEARS ACQUAINTED
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1. _____

2. _____

3. _____

IN CASE OF EMERGENCY NOTIFY: _____ PHONE: _____

I CERTIFY THAT THE FACTS CONTAINED IN THIS APPLICATION ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND UNDERSTAND THAT, IF EMPLOYED, FALSIFIED STATEMENTS ON THIS APPLICATION SHALL BE GROUNDS FOR DISMISSAL.

I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED HEREIN AND THE REFERENCES LISTED ABOVE TO GIVE YOU ANY AND ALL INFORMATION CONCERNING MY PREVIOUS EMPLOYMENT AND ANY PERTINENT INFORMATION THEY MAY HAVE, AND RELEASE ALL PARTIES FROM ALL LIABILITY FOR ANY DAMAGE THAT MAY RESULT FROM FURNISHING SAME TO YOU.

I UNDERSTAND AND AGREE THAT, IF HIRED, MY EMPLOYMENT IS FOR NO DEFINITE PERIOD AND MAY, REGARDLESS OF THE DATE OF PAYMENT OF MY WAGES AND SALARY, BE TERMINATED AT ANY TIME WITHOUT PRIOR NOTICE AND WITHOUT CAUSE.

THIS JOB POSITION INVOLVES, BUT IS NOT LIMITED TO, BENDING, LIFTING, OPERATION OF THE WATER PLANT, GRASS CUTTING, INSTALLING WATER METERS, STREET REPAIR, ETC. IS THERE ANY MEDICAL REASON WHY YOU CANNOT PERFORM THIS JOB? IF YES, EXPLAIN: _____

All applicants must be able to pass background checks and drug testing.

SIGNATURE

DATE