



Town of Fuquay-Varina

401 Old Honeycutt Road
Fuquay-Varina, NC 27526

Application for Employment

The Civil Rights Act of 1964 prohibits discrimination in employment because of race, color, religion, sex or national origin. Federal law also prohibits other types of discrimination such as age, citizenship, disability, veteran status, attainment of benefits, and participation in union activities. The laws of most states and many localities also prohibit some or all of the above types of discrimination as well as some additional types including, but not limited to, discrimination based upon ancestry, marital status, parental status, sexual orientation, or source of income. The Fair Credit Reporting Act imposes restrictions with respect to credit data. **This list, however, is not exhaustive of the grounds on which discrimination is prohibited.**

Date _____

Personal Data:

Name _____
Last First Middle Preferred

Email Address _____ Telephone No. _____

Address _____
Street or PO Box City State Zip

Are you legally eligible for employment in the U.S.A.? Yes No If hired, you are required to submit proof of your eligibility to work in the U.S.A.

Are you over the age of 18? Yes No If no, hire is subject to verification that you are of minimum legal age.

Position applied for: _____

Have you ever worked for a municipality or another government agency? Yes No
If Yes, please list the organization. _____

Were you previously employed by us? Yes No If yes, when? _____

Do you have any relatives employed by the Town? Yes No If yes, list employee _____

When will you be available to begin work? _____

Please list all job related experiences, skill, or qualification which will be of special benefits in the job for which you are applying:

Have you ever been convicted of a crime that has not been pardoned, annulled, expunged, sealed or impounded by a court? Yes No

If yes, please give the conviction date(s) and the nature of the offense(s)

A conviction record will not necessarily bar employment.

Employment History:

List present and past employment, beginning with your most recent

Company Name/ Address: _____
Name of Supervisor: _____ Telephone: _____
Title: _____ Dates of Employment: from _____ to _____
Starting salary: _____ per _____ Ending Salary _____ per _____
Description of job duties: _____ _____
Reason for leaving: _____ May we contact this employer? _____

Company Name/ Address: _____
Name of Supervisor: _____ Telephone: _____
Title: _____ Dates of Employment: from _____ to _____
Starting salary: _____ per _____ Ending Salary _____ per _____
Description of job duties: _____ _____
Reason for leaving: _____ May we contact this employer? _____

Company Name/ Address: _____
Name of Supervisor: _____ Telephone: _____
Title: _____ Dates of Employment: from _____ to _____
Starting salary: _____ per _____ Ending Salary _____ per _____
Description of job duties: _____ _____
Reason for leaving: _____ May we contact this employer? _____

Employment History:
(continued)

Company Name/ Address: _____	
Name of Supervisor: _____	Telephone: _____
Title: _____	Dates of Employment: from _____ to _____
Starting salary: _____ per _____	Ending Salary _____ per _____
Description of job duties: 	
Reason for leaving: _____	May we contact this employer? _____

Company Name/ Address: _____	
Name of Supervisor: _____	Telephone: _____
Title: _____	Dates of Employment: from _____ to _____
Starting salary: _____ per _____	Ending Salary _____ per _____
Description of job duties: 	
Reason for leaving: _____	May we contact this employer? _____

Company Name/ Address: _____	
Name of Supervisor: _____	Telephone: _____
Title: _____	Dates of Employment: from _____ to _____
Starting salary: _____ per _____	Ending Salary _____ per _____
Description of job duties: 	
Reason for leaving: _____	May we contact this employer? _____

Education

School	Name & Address of School	Course of Study	Circle Year completed				List Diploma or Degree
Elementary/Middle			5	6	7	8	
High			1	2	3	4	
College			1	2	3	4	
Other (Specify)			1	2	3	4	

Personal References

(not former employers or relatives)

Name	Occupation	Address	Phone Number

May we telephone you to follow up on this application at home? Yes No

If yes, when is the best time to call? _____

May we call you to follow up on this application at work? Yes No

If yes, what is the best time to call? _____

What is your business telephone number? _____

PLEASE READ AND SIGN BELOW

The facts set forth in my application for employment are true and complete. I understand that if employed, any false statement on this application may result in my dismissal. I further understand that this application is not and is not intended to be a contract of employment, nor does this application obligate the Town of Fuquay-Varina in any way if the Town of Fuquay-Varina decides to employ me. I understand and agree that my employment is at-will and can be terminated by either party with or without notice, at any time, for any reason or no reason.

Signature of Applicant