Employment Application

Town of Boiling Springs, N.C.

114 East College Avenue
Post Office Box 1014
Boiling Springs, North Carolina 28017
Phone: (704) 434-2357
Fax: (704) 434-2358
www.boilingspringsnc.net

EMPLOYMENT INFORMATION AND APPLICATION PROCEDURES:

- Please type or print application information.
- Applications are accepted for current Town of Boiling Springs vacancies only.
- You may apply for only one position on each application.
- Photo and faxed copies of the Town of Boiling Springs Employment Application are accepted with a current date and signature.
- Resumes and cover letters may be attached to your completed application.
- Incomplete applications will not be considered. Place "N/A" in blanks that do not apply. A completed Town of Boiling Springs Employment Application must be either submitted to the Town of Boiling Springs located at 114 E. College Ave. by 5:00 pm or mailed to the above address and postmarked by 5:00 pm on the closing date to be considered for a current vacancy.
- The Town of Boiling Springs does not keep applications on file. You must apply for each vacancy for which you want to be considered.
- All applications become the property of the Town of Boiling Springs and cannot be returned.
- The Town of Boiling Springs is an equal opportunity employer. It is the policy of the Town of Boiling Springs to prohibit discrimination on the basis of race, gender, creed, national origin, religion, age, or disability in employment or the provision of services.
- The Town of Boiling Springs is a drug-free work place. All persons offered employment must have a negative drug test before being employed by the Town of Boiling Springs.
- For information about current vacancies, call the Town of Boiling Springs at (704) 434-2357 or visit www.boilingspringsnc.net.

Equal Employment / Applicant Data

The Town of Boiling Springs is an Equal Opportunity Employer. The Town of Boiling Springs prohibits discrimination based on race, gender, creed, national origin, religion, age, or disability in employment or the provision of services.

The information below is requested for data collection purposes and will be used only to evaluate how well our recruitment efforts are reaching all segments of the population.

The information on this form will in no way affect you as an applicant. This data will be physically separated from the remainder of your job application before the application is considered for possible employment.

We would appreciate you providing this information. However, completing this form is strictly voluntary.
Please return this section even if not completed.

Date of Birth _____ / _____ / _____
(mo) (day) (yr)

Gender

- ☐ Male
- ☐ Female

Ethnicity

- ☐ White (Caucasian, Non-Hispanic)
- ☐ Black (African-American, Non-Hispanic)
- ☐ Hispanic (Mexican, Puerto Rican, Cuban, Central or South American, other Spanish origin regardless of race)
- ☐ Asian (including Pacific Islander)
- ☐ American Indian (including Alaskan native)

Disability

- ☐ Yes
- ☐ No

Note: A disability is any impairment which substantially limits a major life function.

How did you become aware of this position?

- ☐ Shelby Star
- ☐ Daily Courier
- ☐ Other Newspaper, which one _____
- ☐ Friend/Town Employee
- ☐ Other (please specify) _____

TOWN OF BOILING SPRINGS, N.C.
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Position Applied For _____

First Name	Last Name	MI	SSN
Address		City	State
Zip Code	County	Daytime Phone	Evening Phone

Education

	High School	Vocational/ Technical	College/ University	Graduate/ Professional
School Name and Location				
Graduate	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
Dates Attended				
Credit Hours				
Type Degree				
Course of Study				

Skills

List any fields of work for which you are currently licensed, registered, or certified. Give dates and sources of issuance.

List any office or other special skills you possess.

List any computer software with which you have experience.

General Information

Please Answer All Questions

- Do you currently work for the Town of Boiling Springs? ☐ Yes ☐ No
- Are you a former employee of the Town of Boiling Springs? ☐ Yes ☐ No
  If yes, indicate Department and Date Separated _____
- Are you related by blood or marriage to any person currently employed by the Town of Boiling Springs? ☐ Yes ☐ No
  If yes, indicate Name, Department, and Relationship _____
- Have you ever been convicted of any unlawful offenses, other than a minor traffic violation? ☐ Yes ☐ No
  (The offense and how recently you were convicted will be evaluated in relation to the job for which you are applying)
  If yes, please explain fully on separate sheet.
- Have you ever worked under another name? (Used to verify work experience, education, etc.) ☐ Yes ☐ No
  If yes, please list _____
- If you have a valid driver's license, indicated State of issuance and DL # _____
- If you are subject to Selective Service Registration, are you in compliance? ☐ Yes ☐ No
- Are you legally eligible to work in the United States? ☐ Yes ☐ No
- Are you a veteran? ☐ Yes ☐ No
- When will you be available to begin work (mo/day/yr)? _____

EMPLOYMENT HISTORY (Start with most recent position and work backwards)

Employer | Address | Phone

Job Title | Supervisor's Name and Title | No. Supervised by You

Date Employed (Mo/Yr) _____ Starting Salary: _____ per _____ May we contact Employer?

Date Separated (Mo./Yr) _____ Ending Salary: _____ per _____ ☐ Yes ☐ No

☐ Full-time _____ # years _____# months ☐ Part-time _____ # years _____ # months; If Part-time, # of hours worked per week _____

Reason for Leaving/Wanting to Leave:

Description of Work:

Employer | Address | Phone

Job Title | Supervisor's Name and Title | No. Supervised by You

Date Employed (Mo/Yr) _____ Starting Salary: _____ per _____ May we contact Employer?

Date Separated (Mo./Yr) _____ Ending Salary: _____ per _____ ☐ Yes ☐ No

☐ Full-time _____ # years _____# months ☐ Part-time _____ # years _____ # months; If Part-time, # of hours worked per week _____

Reason for Leaving/Wanting to Leave:

Description of Work:

Employer | Address | Phone

Job Title | Supervisor's Name and Title | No. Supervised by You

Date Employed (Mo/Yr) _____ Starting Salary: _____ per _____ May we contact Employer?

Date Separated (Mo./Yr) _____ Ending Salary: _____ per _____ ☐ Yes ☐ No

☐ Full-time _____ # years _____# months ☐ Part-time _____ # years _____ # months; If Part-time, # of hours worked per week _____

Reason for Leaving/Wanting to Leave:

Description of Work:

I certify that all the statements made in this application and any attached documents are true, complete, and correct to the best of my knowledge and are made in good faith. I authorize investigation and release of all statements made in this application to the Town of Boiling Springs hiring officials. I understand that false information is grounds for rejection of my application and/or dismissal if I am employed. I understand that the Town of Boiling Springs is a drug-free workplace and that I must have a negative drug test before I may be employed by the Town of Boiling Springs.

_____ _____

Signature of Applicant (Unsigned applications will not be processed) Date