

# Employment Application

Town of Hildebran, N.C.  
109 South Center St., Hildebran, N.C. 28637  
[www.hildebrannc.org](http://www.hildebrannc.org)



The Town of Hildebran is an equal opportunity employer. All applicants are considered without regard to race, color, religion, sex, national origin, age, marital or veteran status, disability, or any other legally protected status.

**APPLICATIONS ARE ACTIVE FOR 30 DAYS ONLY.**

## APPLICANT INFORMATION

Date: \_\_\_\_\_ Position for which you are applying: \_\_\_\_\_

Minimum acceptable salary: \_\_\_\_\_ Referred by: \_\_\_\_\_

### PERSONAL DATA - All information must be completed for application to be considered.

Name: \_\_\_\_\_  
First Name Middle Initial Last Name

Present Mailing Address \_\_\_\_\_  
Street Address \_\_\_\_\_  
City State Zip Code

Phone Numbers: \_\_\_\_\_  
Home Work Cell

E-Mail Address: \_\_\_\_\_

Is there any reason that you would not be able to perform the job duties for the position for which you are applying? .....Yes  No

If you answered "Yes," list your reasons here:  
If you need more space, please attach sheets.

Are you related by blood or marriage to any person(s) now employed by the Town of Hildebran? .....Yes  No

If you answered "Yes," give the person's name and relationship:  
If you need more space, please attach sheets.

Have you previously worked for the Town of Hildebran? .....Yes  No

If you answered "Yes," list the dates and position you held:  
If you need more space, please attach sheets.



## EMPLOYMENT HISTORY

Have you ever been discharged or requested to resign from any position? ..... Yes  No

If you answered "Yes," please give details:  
If you need more space, please attach sheets.

In the course of employment, have you ever been disciplined or demoted? ..... Yes  No

If you answered "Yes," please give details:  
If you need more space, please attach sheets.

## LIST ALL JOBS YOU HAVE HELD.

Put your present or most recent job first. If you need more space, please attach additional sheets.

Current / last position title:	Employer:
Date employed:	Address:
Date separated:	
Salary:	
Supervisor's name and title:	
Duties:	
Reason for leaving:	

Previous position title:	Employer:
Date employed:	Address:
Date separated:	
Salary:	
Supervisor's name and title:	
Duties:	
Reason for leaving:	

Previous position title:		Employer:	
Date employed:		Address:	
Date separated:			
Salary:			
Supervisor's name and title:			
Duties:			
Reason for leaving:			

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Previous position title:		Employer:	
Date employed:		Address:	
Date separated:			
Salary:			
Supervisor's name and title:			
Duties:			
Reason for leaving:			

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Date employed:		Address:	
Date separated:			
Salary:			
Supervisor's name and title:			
Duties:			
Reason for leaving:			

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# CRIMINAL OFFENSE RECORD AND LICENSE INFORMATION

Have you ever been convicted of a felony? ..... Yes  No

If you answered "Yes," please give details:  
If you need more space, please attach sheets.

Have you ever been placed on probation? ..... Yes  No

If you answered "Yes," please give details:  
If you need more space, please attach sheets.

Do you possess a valid driver's license? ..... Yes  No

Number: \_\_\_\_\_ State issued by: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Do you possess a CDL? ..... Yes  No

If you answered "Yes," please list endorsements:

Was your license ever suspended or revoked? ..... Yes  No

If you answered "Yes," please give details:

Was your license ever restored? ..... Yes  No

If you answered "Yes," please give the date:  
If you need more space, please attach sheets.

Have your driving privileges ever been restricted? ..... Yes  No

If you answered "Yes," please give details:  
If you need more space, please attach sheets.

## BRIEFLY EXPLAIN YOUR REASONS FOR APPLYING FOR THIS POSITION.

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## REFERENCES

Name	Address	Relationship	Telephone #

## NOTICE TO APPLICANTS

Prior to an offer of employment being extended to an applicant, a thorough background check, including a credit check and/or criminal record check, may be conducted. Credit checks are conducted for positions that handle funds, have access to personal property or certain other positions. Upon a job offer being extended and accepted, all full-time and part-time candidates are required to participate in a medical screening and drug test prior to employment.

## APPLICANT CERTIFICATION

I hereby certify that each and every statement made on this form is true and complete and I understand that any misstatement or omission of information will subject me to disqualification or dismissal.

**I authorize the Town of Hildebran, N.C. to obtain any information regarding my employment, together with any information regarding me whether or not it is in my records. I hereby release the Town of Hildebran, N.C. from any liability whatsoever for disclosing same. I understand a criminal record check, credit check, and related checks will be conducted.**

Employment with the Town of Hildebran, N.C. is on an "at-will" basis and is for no definite period and may, regardless of the date or method of payment of wages or salary, be terminated at any time with or without cause. Other than the Town Manager, no department director, supervisor or other person, irrespective of title or position, has authority to alter the at-will status of any employment or to enter into any employment contract for a definite period of time with anyone. Any agreement altering at-will status must be in writing and signed by the Town Manager.

*This application is not an offer of employment nor should it lead to an expectation of employment.*

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Signature in full

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Date

08/2017

# EEO Voluntary Self-Identification

Town of Hildebran, N.C.  
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The Town of Hildebran, N.C. is an equal opportunity employer. **Your completion of this form is entirely voluntary. The information provided or the refusal to provide it does not influence our screening or hiring decisions.** Please complete the information below. Your answers will be kept confidential and separate from your application for employment.

Name: \_\_\_\_\_  
First Name Middle Initial Last Name

Date: \_\_\_\_\_ Position for which you are applying: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

## HOW DID YOU HEAR ABOUT THIS JOB?

- Current Employee
- Friend or Relative
- Town of Hildebran website
- Town Social Media  Facebook  Twitter  Other:
- NC Works (ESC) website
- Newspaper (please list)
- Employment Agency (please list)
- Other (please list)

I do not wish to complete the information below.

Sex:  Male  Female

Race/Ethnicity:  American Indian / Alaskan Native  Native Hawaiian / Other Pacific Islander  
 Asian  Two or more races (not Hispanic or Latino)  
 Black / African American  White / Caucasian  
 Hispanic / Latino  
 Other \_\_\_\_\_