

Please Print All
Information Requested
Except Signature

City of Boiling Spring Lakes
9 Boiling Spring Road
Boiling Spring Lakes, NC 28461

Applicants May Be Tested For
Illegal Drugs

APPLICATION FOR EMPLOYMENT

PLEASE COMPLETE PAGES 1-5 Date _____

Name _____
Last First Middle

Present Address _____
- Number Street City State Zip

How long at this address _____ Social Security No. _____-_____-_____

Home Telephone _____

If under 18, please provide birth date _____

Position applied for (1) _____
and salary desired (2) _____
(Be specific)

Days/hours available to work
No Pref _____ Thur _____
Mon _____ Fri _____
Tue _____ Sat _____
Wed _____ Sun _____

How many hours can you work weekly? _____ Can you work nights? _____

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Employment desired Full-Time Only Part-Time Only Full-or Part-Time

When are you available for work? _____

TYPE OF SCHOOL	NAME OF SCHOOL	LOCATION (Complete mailing address)	NUMBER OF YEARS COMPLETED	MAJOR & DEGREE
High School				
College				
Bus. Or Trade School				
Professional School				

HAVE YOU EVER BEEN CONVICTED OF A CRIME? No Yes

If yes, explain number of conviction(s), nature of offense(s) leading to conviction(s), how recently such offense(s) was/were committed, sentence(s) imposed, and type(s) of rehabilitation. _____

Military

HAVE YOU EVER BEEN IN THE ARMED FORCES? ___ Yes ___ No

ARE YOU NOW A MEMBER OF THE NATIONAL GUARD? ___ Yes ___ No

Specialty _____ Date Entered _____ Discharge Date

APPLICATION FOR EMPLOYMENT

Work Experience	Please list your work experience for the past five years beginning with your most recent job held. If you were self-employed, give firm name. Attach additional sheets if necessary.
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Name of employer Address City, State, Zip Code Phone number	Name of last supervisor	Employment dates	Pay or salary
		From To	Start Final
	Your last job title		
Reason for leaving (be specific)			
List the jobs held, duties performed, skills used or learned, advancements or promotions while you worked at this company.			

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May we contact your present employer? Yes No

Did you complete this application yourself? Yes No

If not, who did?

APPLICATION FORM WAIVER

I authorize investigation of all statements contained in this application. I understand that the misrepresentation or omission of facts called for is cause for dismissal at any time without any previous notice. I hereby give the City of Boiling Spring Lakes permission to contact schools, previous employers (unless otherwise indicated), references, and others, and hereby release the City of Boiling Spring Lakes from any liability as a result of such waiver.

I also understand that (1) the City has a drug and alcohol policy that provides for preemployment testing as well as testing after employment; (2) consent to and compliance with such policy is a condition of my employment; and (3) continued employment is based on the successful passing of testing under such policy. I further understand that continued employment may be based on the successful passing of job related physical examination.

I understand that, in connection with the routine processing of your employment application, the City may request from a consumer reporting agency an investigative consumer report including information as to my credit records, character, general reputation, personal characteristics, and mode of living. Upon written request from me, the City, will provide me with additional information concerning the nature and scope of any such report requested by it, as required by the Fair Credit Reporting Act.

I further understand that my employment with the City shall be probationary for a period of one hundred and eighty (180) days for general employees and three hundred and sixty five (365) days for police employees, and further that at any time during the probationary period or thereafter, my employment relation with the City is terminable as set forth in the City of Boiling Spring Lakes Personnel Manual.

Signature of applicant _____ Date

This City is an equal opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, sex, sexual orientation, national origin, citizenship, age or disability. We assure you that your opportunity for employment with this City depends solely on your qualifications.

Thank you for completing this application form and for your interest in our City.