

TOWN OF MAGGIE VALLEY APPLICATION FOR EMPLOYMENT

(Please Print)

BE SURE TO GIVE ACCURATE AND COMPLETE INFORMATION. FAILURE TO DO SO MAY RESULT IN THE REJECTION OF YOUR APPLICATION. IT IS IMPORTANT THAT YOU FILL OUT ALL SECTIONS OF THIS APPLICATION COMPLETELY AND TO THE BEST OF YOUR ABILITY. YOUR APPLICATION WILL BE USED AS A PART OF THE EVALUATION PROCESS AND, THEREFORE, SHOULD REPRESENT YOUR BEST EFFORT. YOU MAY ATTACH A RESUME, BUT THIS APPLICATION MUST BE COMPLETED IN ITS ENTIRETY.

Current Information

Position applied For _____ Date _____

When will you be available for employment? _____

Are you seeking: Full time Part time Summer Work

NAME _____

Last First Middle

ADDRESS _____

Street & No. or P. O. Box City State Zip

TELEPHONE (____) _____ (____) _____ E-mail Address _____
Home Business

DRIVER LICENSE NO. _____ STATE _____ SOCIAL SECURITY NO. _____

General Information

a. Have you ever been employed with the Town of Maggie Valley YES NO
If yes, what dept. & when? _____

b. Are you related by blood or marriage to anyTown employee? YES NO
If yes, give name, relationship, and department _____

c. Have you ever been convicted of a misdemeanor or felony? YES NO
If yes, please explain _____

NOTE: A conviction record will not necessarily exclude you from employment. Factors such as age at time of offense, rehabilitation efforts, how recent the offense was, and nature of the crime will be taken into consideration

e. Are you willing to work overtime? YES NO Week-ends YES NO
Nights YES NO Holidays YES NO

Town of Maggie Valley, 3987 Soco Road, Maggie Valley, NC 28751

EMPLOYMENT

Record your complete work history in the spaces below. Begin with your current or most recent employer first. Attach as many sheets as is necessary to account for your full record. Be sure to account for gaps in your employment history. Related volunteer experience should also be listed.

A. CURRENT OR MOST RECENT EMPLOYMENT (or explain gap in employment)

Job Title _____ Starting _____ Last _____ Salary _____ Salary _____

Name and title of supervisor _____ No. of employees you supervise _____

Employer or company _____

Address _____

Date Employed ____/____/____ Date Separated ____/____/____ Telephone (____) _____

Main Duties: _____

Full-time Years ____ Months ____ Part-time Years ____ Months ____

Reason for leaving _____

If part-time, number of hours worked per week _____

If currently employed, may we inquire of this employer about your qualifications and character? YES NO

B. NEXT MOST RECENT EMPLOYMENT (or explain gap in employment)

Job Title _____ Starting _____ Last _____ Salary _____ Salary _____

Name and title of supervisor _____ No. of employees you supervise _____

Employer or company _____

Address _____

Date Employed ____/____/____ Date Separated ____/____/____ Telephone (____) _____

Main Duties: _____

Full-time Years ____ Months ____ Part-time Years ____ Months ____

Reason for leaving _____

If part-time, number of hours worked per week _____

C. NEXT RECENT EMPLOYMENT (or explain gap in employment)

Job Title _____ Starting _____ Last _____ Salary _____ Salary _____

Name and title of supervisor _____ No. of employees you supervise _____

Employer or company _____

Address _____

Date Employed ____/____/____ Date Separated ____/____/____ Telephone (____) _____

Main Duties: _____

Full-time Years ____ Months ____ Part-time Years ____ Months ____

Reason for leaving _____

REFERENCES

List three (3) persons living in the United States who are **not related to you and who have a definite knowledge** of your ability to perform the job for which you are applying. **DO NOT REPEAT NAMES OF SUPERVISORS**

(1) Name _____
Address _____
Telephone (____) _____

(2) Name _____ Address _____
Telephone (____) _____

(3) Name _____ Address _____
Telephone (____) _____ Address _____

Pre-Employment Authorization (Read Carefully)

I certify that, to the best of my knowledge and belief. The information given truly represents my background and experience. I understand that if I have knowingly misrepresented or falsified any of the application information I may be disqualified for employment consideration or dismissed from employment with Town of Maggie Valley.

I authorize my former employer to give any information regarding my employment. I have authorized them to release my records and discuss my work performance with representatives of the Town of Maggie Valley who are investigating the response provided herein.

I understand that proof of my eligibility for employment in the United States must be furnished before I begin work with the Town of Maggie Valley.

I understand that North Carolina state law requires male applicants for employment, 18 to 26, to register for military service. By signing below I certify that I am in compliance with state law.

I understand that my social security number will be kept confidential and used only in accordance with federal, state and local laws.

Signature _____ Date _____

FOR DEPARTMENTAL USE ONLY

PRE-EMPLOYMENT AUTHORIZATION FORM

I authorize the Town of Maggie Valley to perform a Police and Records Check of my background and a Credit Check, if necessary.

Name (please print)

Social Security Number

Date

Date of Birth

Signature