

CITY OF SHELBY



APPLICATION FOR EMPLOYMENT

(Please Print)

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

PHONE (____) _____ (____) _____ E-mail Address _____
Home Secondary Phone

General Information

a. Have you ever been employed with the City of Shelby? Yes No
If yes, what department and when _____

b. Are you related by blood or marriage to any City employee? Yes No
If yes, give name, relationship, and department _____

c. Were/Are you a member of the U. S. Armed Forces? Yes No
If yes, give the branch and dates of service _____

d. Have you ever been convicted of or plead guilty to a crime? Yes No

If yes, please explain each conviction, nature of offense, date(s) of conviction, sentence, and type(s) of rehabilitation, if any.
Please include any major traffic violations. _____

NOTE: A conviction will not automatically bar you from employment.

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. Please complete the employment history information even if a resume is attached. Related volunteer experience should also be listed.

A. CURRENT OR MOST RECENT EMPLOYMENT

Job title _____ Starting Salary _____ Last 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

Job title _____ Starting Salary _____ Last 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

Job title _____ Starting Salary _____ Last 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 _____

References

List three (3) persons 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 (_____) _____

Read carefully before signing and submitting

I certify that all answers and statements on this application are true and complete. I understand that any falsification, omission, or misrepresentation of facts on this application or in connection with any aspect of the hiring process will be cause for either the rejection of this application or for my discharge if I have been hired.

I understand that my employment will be contingent upon my passing a pre-employment drug screening and other physical screenings based upon job duties. I am aware that the City of Shelby requires screening for drugs and alcohol as part of its pre-employment testing and that I may be required to take future physical examinations.

I authorize the City of Shelby to make any inquiry or investigation deemed necessary to consider my employment application. This may include contacting former employers and criminal records check. I understand that conviction of a crime will not automatically bar my employment. I may still be eligible for employment if the City of Shelby determines my conviction could have no bearing to the job for which I am applying. I authorize former employers and schools to release all information the City of Shelby requests from them concerning my academic records, job performance, attendance, personal evaluation, or other related information. I release from liability and /or damages all parties which may give information regarding my application. If my employment with the City of Shelby terminates for any reason, I authorize the City of Shelby to release all information and to answer any inquiries regarding my employment, performance, and the reasons for my termination.

I understand that if I am employed my employment will be on a trial basis for 6 months. Before and after the probationary period my employment is "at will;" It can be terminated at any time by me or the City of Shelby. I also understand that the terms, policies, procedures and rules of employment are not guaranteed. They are subject to change at any time by the City of Shelby. Although I may be employed for a specific work schedule, I understand the City of Shelby does not guarantee my work schedule and may alter it as necessary.

The City of Shelby does not discriminate on the basis of race, color, national origin, age, sex, religion, genetic information or non-disqualifying disability in employment of the provision of services.

Signature _____ Date _____

Completed Employment Applications may be submitted electronically to Employment@CityofShelby.com by mail to City of Shelby Human Resources, PO Box 207, Shelby, NC 28151, faxed to (704) 471-0508 or in person at City Hall, 300 South Washington Street, Shelby, NC, 28150.

An Equal Opportunity Employer