



Town of River Bend
EMPLOYMENT APPLICATION
An Equal Opportunity/Affirmative Action Employer

45 Shoreline Drive
River Bend, NC 28562
T 252.638.3870
F 252.638.2580
www.riverbendnc.org

Applications will be accepted only for positions for which the Town is recruiting and may be hand delivered or mailed to
45 Shoreline Drive, River Bend, NC 28562

Fill out all sections **COMPLETELY** and to the best of your ability. Your application will be used as part of the examination process and, therefore, should represent your best effort. **Unsigned or incomplete applications will not be considered.** Once submitted, application materials become the property of the Town. An application must be received by 4 pm on the closing date posted to ensure consideration. Photocopied applications must have an original signature and current date. If a position is posted as "open until filled" or "may close without notice," **APPLY IMMEDIATELY.**

CURRENT INFORMATION

(1) POSITION TITLE _____ DATE: _____

(2) When will you be available for employment? (i.e. immediately, 2 weeks' notice) _____

Are you seeking ☐ Full-time regular ☐ Part-time regular ☐ Temp./prefer regular ☐ Temporary Only

(4) NAME: _____
(Last) (First) (Middle)

(5) ADDRESS: _____
Street & No. or P.O. Box Town State Zip

(6) HOME TEL # (_____) _____ BUS. TELEPHONE # (_____) _____

E-MAIL ADDRESS _____ (if applicable)

(7) Are you 18 or older? ☐ Yes ☐ No If NO, what is your birth date? _____

GENERAL INFORMATION

If you need to explain any answer, use the space under EXPLANATIONS near the end of this application.

(8) Apart from absences for religious observances, check conditions that you are willing to accept.

Occasional: ☐ night work ☐ weekend work ☐ overtime ☐ rotating shifts ☐ "on-call"
Regular: ☐ night work ☐ weekend work ☐ overtime ☐ rotating shifts ☐ "on-call"
Frequent ☐ night work ☐ weekend work ☐ overtime ☐ rotating shifts ☐ "on-call"

(9) Have you ever been employed with the Town of River Bend? ☐ Yes ☐ No

If YES, what department and when: _____

(10) Have you applied to the Town before? ☐ Yes ☐ No

If YES, indicate what position and when: _____

(11) Are you willing to accept a salary within the advertised normal starting salary range? ☐ Yes ☐ No

(12) Are you now or were you previously related in any way to a Town employee? ☐ Yes ☐ No

If YES, give name, relationship and department: _____

(13) Are you able to perform all of the duties of the job for which you have applied? ☐ Yes ☐ No

(14) Are you an American citizen or do you currently have authorization to work in the U.S.?
☐ Yes ☐ No

15) Did you receive any of your education or employment experience under another name?
☐ Yes ☐ No
If YES, please explain under EXPLANATIONS.

EDUCATION Provide your complete history

(16) Indicate highest school year completed: (i.e. 8, 12, 16) _____

(17) Name of High School _____ Town _____ State _____

(18) Have you received a high school diploma or equivalent? ☐ Yes ☐ No

Education Beyond High School	Name and Location	Dates Attended		Did You Graduate?	Credit Hours Earned	Degree, Diploma, Certificate Earned or # of Yrs.	Major Minor
		From mm/yy	To mm/yy				
College or University				☐ Yes ☐ No			Major
							Minor
Graduate or Professional Schools				☐ Yes ☐ No			Major
							Minor
Technical Institutes, Internship, Other				☐ Yes ☐ No			Major
							Minor

KNOWLEDGE, SKILLS & ABILITIES

(23) Please list any knowledge, skills, or abilities you have that you feel are applicable to the position for which you are applying. Include skills with equipment or machines you can operate. Also, indicate any software applications with which you have skill.

(a) _____	(e) _____
(b) _____	(f) _____
(c) _____	(g) _____
(d) _____	(h) _____

REGISTRATIONS, LICENSES, CERTIFICATIONS

(24) List fields of work for which you have been registered, licensed or certified:

Registration: _____ State: _____ No: _____ Exp. Date: _____

Registration: _____ State: _____ No: _____ Exp. Date: _____

Other: _____

(25) Please list your **VALID DRIVER'S LICENSE NUMBER** and the state in which it was issued. If you do not have a driver's license, please put "NONE" in the blank –
Number: _____ **State:** _____

(26) Is your driver's license a Commercial Driver's License? ☐ Yes ☐ No **If YES, indicate the class** _____

EMPLOYMENT

Record your complete work history in the spaces below. If needed, additional sheets containing the same information and in the same format are acceptable. BEGIN with your current or most recent position. Include military and related volunteer experience. Be sure to account for gaps in your employment history. **ALL SPACES MUST BE COMPLETED OR MARKED N/A (not applicable).** "See attached resume" is NOT acceptable in the duties space.

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

JOB TITLE _____ Starting Salary _____ Last Salary _____

Date employed _____ Date Separated _____

Employer or company _____ Telephone (_____) _____

Employer or company address _____

Name and Title of most current supervisor _____

Full-time for: Yrs _____ Mos _____ Part-time for: Yrs _____ Mos _____ # of employees supervised by you _____

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

DUTIES IN ORDER OF IMPORTANCE _____

REASON FOR LEAVING or desiring a change _____

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

JOB TITLE _____ Starting Salary _____ Last Salary _____

Date employed _____ Date Separated _____

Employer or company _____ Telephone # (_____) _____

Employer or company address _____

Name and Title of most current supervisor _____

Full-time for: Yrs _____ Mos _____ Part-time for: Yrs _____ Mos _____ # of employees supervised by you _____

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

DUTIES IN ORDER OF IMPORTANCE _____

REASON FOR LEAVING or desiring a change _____

NOTE: If more than two more sections are necessary to provide employment history, make copies of this page prior to populating the spaces.

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

JOB TITLE _____ Starting Salary _____ Last Salary _____

Date employed _____ Date Separated _____

Employer or company _____ Telephone # (____) _____

Employer or company address _____

Name and Title of most current supervisor _____

Full-time for: Yrs _____ Mos _____ Part-time for: Yrs _____ Mos _____ # of employees supervised by you _____

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

DUTIES IN ORDER OF IMPORTANCE _____

REASON FOR LEAVING or desiring a change _____

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

JOB TITLE _____ Starting Salary _____ Last Salary _____

Date employed _____ Date Separated _____

Employer or company _____ Telephone # (____) _____

Employer or company address _____

Name and Title of most current supervisor _____

Full-time for: Yrs _____ Mos _____ Part-time for: Yrs _____ Mos _____ # of employees supervised by you _____

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

DUTIES IN ORDER OF IMPORTANCE _____

REASON FOR LEAVING or desiring a change _____

(27) Have you had disciplinary action taken against you in the past 24 months? ☐ Yes ☐ No

(If YES, explain under EXPLANATIONS. (A YES will not automatically disqualify you.)

(28) a.) Have you ever been dismissed or forced to resign from any job held? ☐ Yes ☐ No

b.) Were you dismissed or forced to resign for disciplinary reasons? ☐ Yes ☐ No ☐ N/A

c.) Have you ever been convicted of anything other than a misdemeanor? ☐ Yes ☐ No ☐ N/A

If YES to "a" or "b", explain under EXPLANATIONS. (A YES will not automatically disqualify you.)

(29) May we contact your present employer for reference prior to an interview (if granted)? ☐ Yes ☐ No

If you are not currently employed, please check here (____). If NOT, explain under EXPLANATIONS.

EXPLANATIONS- If necessary, you may attach additional sheets for explanations.

ITEM #

ITEM #

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Certification and Release (MUST BE SIGNED AND DATED BELOW)

- To the best of my knowledge and belief, the information given truly represents my background and experience. I understand that if I have knowingly or negligently misrepresented, falsified or omitted any information during the application process, or have made any changes to the format or wording of this application form, I may be disqualified for employment consideration or dismissed from employment with the Town.
- I authorize my current and former employers to give any information regarding my employment, or me whether or not it is on their records. I hereby release them from any damage whatsoever for issuing it.
- I also authorize educational institutions which I attended to reveal my scholastic ratings, as well as degrees or certificates earned, to the Town; and associations, registration and licensing boards and to others to furnish whatever detail is available concerning my qualifications. Notwithstanding any provision of State or Federal law, I expressly waive any right I have to review information the Town receives from an employer or educational institution under a promise of confidentiality.
- I also permit the Town to conduct a Police, Court, Credit and/or Motor Vehicle Records Investigation of my background where related to the job for which I am applying.
- I understand that if I apply or have applied for certain jobs, I may be tested for drug and alcohol use to determine if I am currently using or abusing these substances. I consent to the testing and understand that the results could preclude my appointment.
- I understand and agree that if hired, I will be an at-will employee and subject to the Town's Human Resources Policies and Procedure Manual. I understand that no employee or representative of the Town other than the Town Manager has any authority to enter into any agreement contrary to the foregoing and then only in writing. I further understand that this statement supersedes any prior oral or written understanding and bars any future oral understanding to the contrary.

SIGNATURE_____ **DATE**_____