CASWELL COUNTY GOVERNMENT Employment Application

Caswell County Government 144 Court Square Post Office Box 98 Yanceyville, NC 27379 Phone: 336-694-4193 FAX: 336-694-1228

WWW.CASWELLCOUNTYNC.GOV

APPLICATION INSTRUCTIONS PLEASE READ AND FOLLOW CAREFULLY

- Applications are accepted for current Caswell County vacancies only.
- A separate application must be completed for each position for which you apply.
- Please type or print application information. Use Black Ink ONLY to complete the application.
- Photocopies of the Application may be submitted with the current date, position desired, and an
 original signature.
- Resumes and cover letters may be submitted with the completed application for supplemental information.
- Incomplete applications will not be considered. Applications that are received unsigned, undated, incomplete, or after the closing date, will be eliminated from consideration. If sections do not apply, please place N/A in the blank.
- A completed Caswell County Employment Application must be either submitted to the Mindy Satterfield, Human Resources Coordinator, by 5:00 pm or mailed to the above address and postmarked by 5:00 pm on the closing date to be considered for a current vacancy.
- You must apply for each vacancy for which you want to be considered.
- All applications become the property of Caswell County and cannot be returned.
- Caswell County Government is a drug free work place. All persons offered employment must have a
 negative drug test before being employed by Caswell County.

Caswell County is an equal opportunity employer.

It is the policy of Caswell County Government to prohibit discrimination on the basis of race, gender, creed, national origin, religion, age, or disability in employment or the provision of services.

Equal Employment / Applicant Data

Caswell County Government is an Equal Opportunity Employer. Caswell County Government prohibits discrimination based on race, gender, creed, national origin, religion, age, or disability in employment or the provision of services.

The information below is requested for data collection purposes and will be used only to evaluate how well our recruitment efforts are reaching all segments of the population.

The information on this form will in no way affect you as an applicant. This data will be physically separated from the remainder of your job application before the application is considered for possible employment.

We would appreciate you providing this information. However, completing this form is strictly voluntary. Please return this section even if not completed.

Date of Birth		//	
	(mo)	(day) yr)	
Gender		Male Female	
Ethnicity	0	White (Caucasian, Non-Hi Black (African-American, Hispanic (Mexican, Puerto American, other Spanish or	Non-Hispanic) Rican, Cuban, Central or South
		Asian (including Pacific Isl American Indian (including	ander)
Disability		Yes No	
Note: A disab	ility is a	my impairment which subst	antially limits a major life function.
How did you become Caswell Messenger Ne Friend County Employee Caswell County Web S America's Job Bank Other (please specify)	wspaper	□ En □ En □ Inf □ Tn	nployment Security Commission uployment Agency otalk Jobline ade Journal, which one her Internet site, which site

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Position Applied For			Position	Number_	
First Name	MI	Last Name		SSN	
Address	City		State		
Zip Code	County	Daytime Pho	one	Evening	Phone
EDUCATION					
	High School	Vocational/ Technical	College/ University		Graduate/ Professional
School Name		a ocumous	Omversity		Professional
and Location Did you Graduate?	Yes No	□Yes □ No			patent points
Did you Graduate:	GED	☐Yes ☐ No	☐Yes ☐ No		☐Yes ☐ No
Dates Attended					
Credit Hours					
Type Degree Course of Study/Major					
List any fields of work for which List any office or other special si List any computer hardware and List any foreign languages in which GENERAL INFOR	kills you possess (typing wpm, software with which you have sich you are fluent.	shorthand, business machines, p			
	for Caswell County Gove	rnment?	ver and Questions	yes	□no
Are you a former employee of Caswell County Government? If yes, indicate Dept. and Date Separated			yes	по	
 Are you related by blood or marriage to any person currently employed by Caswell County? If yes, indicate Name, Dept., and Relationship 				yes	no
 Have you ever worked under another name? (Used to verify work experience, education, etc.) ☐ yes If yes, please list 			on 🗌		
Are you legally eligible to work in the United States?			☐ yes	no	
Do you have a valid driver's license? Indicate State of issuance and DL#			☐ yes	no	
 Have you ever been convicted of any unlawful offenses, other than a minor traffic violation: If yes, please explain fully on separate sheet. NOTE: A conviction record will not necessarily exclude you from employment. Factors such as age at the time of offense, rehabilitation efforts, how recent the offense was, nature of the crime and the type of job for which you are applying for will be considered. 			yes	по	
When will you be avai	lable to begin work (mo/da	y/yr)?			

EMPLOYMENT HISTORY

PLEASE READ CAREFULLY

Using a separate section for each position, describe in detail ALL work experiences beginning with your present or most recent job. List all jobs you have held. Include periods of unemployment, military service, internships, and volunteer and summer work. Use additional "Continuation Sheets" if necessary. Be sure to indicate whether employment was full-time or part-time, and if part-time, state the average number of hours worked per week. Incomplete information will result in the disqualification of your application. List last job held first. DO NOT REFER TO RESUME.

Presidence		
Employer	Address	Phone
Job Title	Supervisor's Name and Title	No. Supervised by You
Date Employed (Mo/Yr)	Starting Salary: \$ Per May We Contact Em	aployer?
Date Separated (Mo/Yr)	Ending Salary: \$ Per Dyes	no
☐ Full-time #years #months	Part-time # years # months; If Part-time, # of hour	s worked per week
Reason for Leaving/Wanting to Leave:		
Description of Work:		
l		
Employer	Address	Phone
Job Title	Supervisor's Name and Title	No. Supervised by You
Date Employed (Mo/Yr) Starting Salary: \$	Per May We Contact Employer?	
Date Separated (Mo/Yr) Ending Salary: \$	Per □ yes □ πο	
Pull-time# years#months	Part-time# years# months; If Part-time, # of hours	worked per week
Reason for Leaving:		
Description of Work:		
(
Yemmiles one		
Employer	Address	Phone
Job Title	Supervisor's Name and Title	No. Supervised by You
Date Employed (Mo/Yr) Starting Salary: \$		
Date Separated (Mo/Yr) Ending Salary: \$#months	_	
	Part-time# years# months; If Part-time, # of hours	worked per week
Reason for Leaving:		
Description of Work:		

Employer		Address		Phone
				a saviev
Job Title	S	upervisor's Name and Title		No. Supervised by You
Date Employed (Mo/Yr)	S	tarting Salary: \$ Per		May We Contact Employer?
Date Separated (Mo/Yr)	Ending Salar	y: \$ Per	☐ yes	□ во
☐ Full-time#years	#months [Part-time# years# mon	hs; If Part-time, # of hours	worked per week
Reason for Leaving:				
Description of Mr. A.				
Description of Work:				
-				
,				
References (Provide at least 3):				
, , , , , , , , , , , , , , , , , , , ,				
Name:	Title or Occupation	Address	Phone Nun	nber Number of Years Known
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		CERTIFICATIO		
and belief and are made in go dismissal if I am employed. identity and eligibility to wo	ood faith. I understand I also understand that : rk in the United States.	I that any false statements or infon as a condition of my employment, A background check of my drivi	nation may be grounds to I will be required to furn ag, criminal, credit, or o	i correct to the best of my knowledge for rejection of my application, or nish documentation verifying my ther records may be conducted before if relevant to the job for which I am
requested. I waive any right information for hiring purpor	ional institutions listed to legal claims against ses. Notwithstanding a	on my application, to provide Cas a disclosing person, employer, or	swell County Government institution and the prosp law. I also waive any rig	ry, and other persons, registration and nt with any job-related information pective employer seeking and using this tht I may have to review confidential
I understand that Caswell C examination provided by Cas	county is a drug free we swell County, before I	orkplace and that I must pass a drumay be employed by Caswell Cou	g urinalysis test, and ma	y be required to pass a physical
I certify that if I am a male be Military Selective Service A	petween the ages of 18 ct.	and 26, I am aware of and in comp	oliance with all applicab	le registration requirements of the
Signature of Applicant (Linguage		A		