Employment Application
City of Hamlet
PO Box 1229
Hamlet, NC 28345
910-582-2651

Personal

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Email: _____

Best time to be contacted: _____

DL #: _____ State: _____ Expiration Date: _____

Have you been convicted of a felony in the last seven years? ☐ Yes ☐ No If yes explain:

Are you a citizen of the United States? ☐ Yes ☐ No

Job Interests/Skills

Position(s) applied for: _____ Desired Salary: _____

Have you applied for a position here before? ☐ Yes ☐ No If yes, when?: _____

Type of employment requested: ☐ Full Time ☐ Part Time ☐ Temporary ☐ Summer

Date you could begin working: _____ How did you hear about this position?: _____

Applicable qualifications or computer skills:

Education

	Name and Location	Course of Study	Years Attended	GPA	Did you graduate ?	Degree, diploma or certification
High School					☐ Yes ☐ No	
College or University					☐ Yes ☐ No	
Other Education					☐ Yes ☐ No	
Other Education					☐ Yes ☐ No	

Employment History (List most recent first)

Employer: _____ Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

Supervisor and Title: _____

Your Title: _____

Employed from: _____ to _____ Starting Salary _____ Ending Salary: _____

Work Performed: _____

Reason for leaving: _____

Employer: _____ Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

Supervisor and Title: _____

Your Title: _____

Employed from: _____ to _____ Starting Salary _____ Ending Salary: _____

Work Performed: _____

Reason for leaving: _____

Employer: _____ Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

Supervisor and Title: _____

Your Title: _____

Employed from: _____ to _____ Starting Salary _____ Ending Salary: _____

Work Performed: _____

Reason for leaving: _____

References

Name	Relationship	Home Phone	Work Phone

Additional Information

We consider applications for all positions without regard to race, color, religion, creed, sex, national origin, disability, sexual orientation, citizenship status or any other legally protected status.

Acknowledgment

I certify that the answers given by me in this application are correct and complete to the best of my knowledge. I understand that any false or incomplete answers are grounds for not employing me or dismissal from employment if I am hired.

I agree with this statement. _____ Initials

I authorize the City to investigate my past employment, performance, salary and educational history as well as my criminal background and gather any other information necessary to process my application for employment. Further, I release the above mentioned references and employers from any and all liability for any damages that may result from information collected by this company. Verification of eligibility to work in the United States must be satisfied for an offer to be made. I understand that I will be subject to drug testing as a part of the application process.

Applicant's Signature: _____ Date: _____