

City of Holly Springs EMPLOYMENT APPLICATION

TO APPLICANT: We deeply appreciate your interest in our organization. Thank you for taking the time to complete this application.

The Civil Rights Act of 1964 prohibits discrimination in employment because of race, color, religion, sex or national origin. Federal law also prohibits other types of discrimination such as age, citizenship, disability, veteran status, attainment of benefits, and participation in union activities. The laws of most states and many localities also prohibit some or all of the above types of discrimination as well as some additional types including, but not limited to, discrimination based upon ancestry, marital status, parental status, sexual orientation, or source of income. The fair Credit Reporting Act imposes restrictions with respect to information obtained from a consumer reporting agency, including but not limited to information regarding credit data, personal character, general reputation and mode of living.

This list, however, is not exhaustive of the grounds on which discrimination is prohibited.

PERSONAL AND BACKGROUND INFORMATION

Name (Last, First, MI)	
Street Address City State Zip	Telephone (day) () Telephone (evening) ()
Position Applying for	Salary Desired
Are you available to work weekends and holidays?	☐ Yes ☐ No
Are you available to work evenings?	□ Yes □ No
How were you referred to the City of Holly Springs?	Have you worked for the City of Holly Springs before? If so, when? ☐ Yes ☐ No
Do you have any relatives working for the City of Holly Springs? If so, please list, with relationships.	☐ Yes ☐ No
Are you legally eligible to work in the United States? ☐ Yes ☐ No	Are you age 18 or older? ☐ Yes ☐ No
Have you ever been convicted of a felony? Yes No If Yes, please attach additional page with explanation, including dates charged, penalty assessed or disposition. Applicant is not required to	If you are under 18, please indicate age and date of birth. Age: Date of Birth:
disclose any erased records, charges or convictions. (Conviction is not necessarily a disqualification for employment.)	If you are under 18, do you have working papers? ☐ Yes ☐ No

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EDUCATION AND TRAINING

Did you graduate from high school or have you passed a G.E.D. Test? Yes \square No \square Circle the last grade completed: 6 7 8 9 10 11 12 13 14 15 16 17 18

If a college degree is a requirement for this position, you must provide the City with a certified transcript within 90 days of hire.

LEVEL	SC	HOOL		C	ITY		S	TATE	NO. OF YEARS			E EARNED CR CREDITS	GPA
High School													
Technical													
College													
College													
Graduate													
Other													
Please list all	Specialized (Certificates or 1	Deg	rees voi	ı have	earned	(i.e	LCSW	/. CPA. GI	ED. e	etc.)		
Degree / C			ubje	-			(200		chool	<i></i> , .		City & St	ate
O-4'l. D-			1		41 4	l T	-111	1.0 TX	7 – N	_	G 1	D 1	XX7
Optional: Do	you speak, r	ead, or write a	ııan	iguage o	ıner ı	nan En Lang			es □ No)	<u>Speak</u>	<u>Read</u>	<u>Write</u>
						Lang	··················						
			C D		101	2 011			IONC				
								FICAT					_
		which will ent					l/or					answer the fol	lowing:
Do you have a				Yes					License N				
Do you have a			<u> </u>	Yes					License N				
Do you have a	Commercial	License?		Yes		No		State &	License N	umb	er:		
	, ,	rical position, p	leas										
Computer (spe					None	<u> </u>	□ F	Familiar		Comf	ortable	☐ Expe	ert
Software (plea Word Process		ing to type)			NT		- -	7		1 - · · · C			4
Word Process					None None			Familiar Familiar			ortable ortable	 □ Expe □ Expe 	
Spreadsheet:					None			Familiar			ortable	□ Expe	
Spreadsheet:					None			Familiar			ortable	□ Expe	
Database:					None			Familiar			ortable	□ Expe	
Other:					None			Familiar			ortable	□ Expe	
Other:					None			Familiar			ortable	□ Expe	
Copier					None			amiliar			ortable	□ Expe	
Switchboard	(specify kind:		_)		None			Familiar			ortable	□ Ехре	
Stenography /		(WPM:)		None			Familiar		Comf	ortable	☐ Expe	
Other (specify								Familiar			ortable	□ Ехре	
Other (specify	·):					[□ F	Familiar		Comf	ortable	☐ Expe	ert

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EMPLOYMENT HISTORY

List all employment in order, beginning with current or most recent. Include military experience if applicable. Do not reference resume. Attach additional pages if necessary

Employer		Dates of Employment (month, year)	Salary / Wage
		From: To:	Start: End:
Mailing Address		Position	Type of Organization
Walling / Radiess		Tosition	Type of Organization
G':	G	D. C.	
City	State	Duties	
Telephone Number			
()			
Supervisor's Name		Reason for Leaving	
May we contact for reference	? □ Yes □ No		
True we continue for reference	105 _ 110		
Employer		Dates of Employment (month, year)	Colony / Wago
Employer			Salary / Wage
		From: To:	Start: End:
Mailing Address		Position	Type of Organization
City	State	Duties	
•			
Telephone Number			
()			
()		D 0 7 .	
Supervisor's Name		Reason for Leaving	
Employer		Dates of Employment (month, year)	Salary / Wage
		From: To:	Start: End:
Mailing Address		Position	Type of Organization
			-77- 31 0-8
Cit	State	Duties	
City	State	Duties	
Telephone Number			
()			
Supervisor's Name		Reason for Leaving	
*			

REFERENCES

Please list at least two additional employment references and two personal references that you give permission for us to contact. These people should not be related to you. Please note that if you are offered employment, you will be required to provide three written letters of reference.

	Name	Address	Telephone Number	How Long Known?	How Associated?
Employment:			()		
Employment:			()		
Employment:			()		
Personal:			()		
Personal:			()		
Personal:			()		

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EMPLOYMENT APPLICATION DISCLAIMER and RELEASE OF INFORMATION AUTHORIZATION

(Please Read Carefully Before Signing)

I certify that all statements given on this application and all other information provided are true and accurate, and I understand that falsification, omission, or misrepresentation in this or any other personnel record can result in my termination, if hired. I authorize verification of all statements contained in this application (and the accompanying resume, if any). I authorize the City of Holly Springs to contact my present employer (unless otherwise noted in this application form), past employers, and listed references. I authorize any person, school, current or previous employer, and organizations including state, local, or federal law enforcement authorities to provide the City of Holly Springs with relevant information regarding my work history and personal background, and I release the City of Holly Springs, and all other such persons and organizations from any legal liability in connection with the request for and release of such information.

I understand that the City of Holly Springs may seek additional information concerning my credit, character, and general reputation by obtaining an investigative consumer report pursuant to the Fair Credit Reporting Act. I understand that the City of Holly Springs will inform me in writing when such a report is requested, and that I have a right to request that the reporting agency provide me with the details of the report.

I understand that due to the nature of services provided by the City of Holly Springs, every precaution is taken to ensure that finalist candidates pose no potential risk to agency clients and employees. I authorize the City of Holly Springs to conduct any and all such background investigations as it deems necessary, including but not limited to, an investigation of police records and a protective services background check. I further understand that the City of Holly Springs is a drug-free workplace, and if I am a finalist candidate for a position, I agree to participate in a drug screening test (at agency expense and at a location to be selected by the agency) prior to a formal offer of employment. I understand that an offer of employment is contingent upon a negative test result.

I agree that if I am offered employment by the City of Holly Springs and accept, my employment will be employment "at will" and that my employment, compensation, and benefits can be terminated, with or without cause, and with or without notice, at any time, at the option of either the City of Holly Springs or me. I understand that neither this application nor any other personnel form will constitute a contract for employment. I am hereby informed and I understand that no representative of the City of Holly Springs other than the Mayor and Board of Aldermen has any authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the foregoing and that any such agreement must be in writing and must be signed by one of these authorized individuals. If hired, I agree, as a condition of employment, to keep confidential and not disclose to anyone all information acquired during employment which is of a confidential, proprietary, or privileged nature. I hereby agree to sign and abide by any confidentiality agreement presented to me if I am offered employment with the City of Holly Springs.

I understand that the City of Holly Springs is an Equal Opportunity Employer and does not discriminate in employment. It is understood that no question on this employment application is used for the purpose of limiting or excusing any applicant's consideration for employment on a basis prohibited by local, state, or federal law. I also understand that it is the policy of the City of Holly Springs not to refuse to hire a qualified individual with a disability because of this person's need for any accommodation as required by the Americans with Disabilities Act.

Signature of Applicant	Date	

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VOLUNTARY SURVEY INFORMATION FOR AFFIRMATIVE ACTION

The City of Holly Springs is an Equal Opportunity Employer, dedicated to a policy of nondiscrimination in employment on any basis prohibited by law.

Applicants are <u>not required</u> to complete this form. We do invite you to <u>voluntarily</u> share this information with us. Your responses will enable us to satisfy the Affirmative Action requirements of Section 503 of the Rehabilitation Act and/or as necessitated by other state or federal law or regulation.

Please be assured that our agency appreciates your willingness to voluntarily comply with our request to complete this confidential survey. It will be kept separate from your employment application and will have no bearing on hiring decisions.

Name:		Date:
Position Seeking:		
Please check one:	□ Female	□ Male
Please check one:	☐ Hispanic or Latino	☐ Black or African- American (not Hispanic or Latino) ☐ White (not Hispanic or Latino
	☐ Asian (not Hispanic or Latino)	☐ American Indian or Alaskan Native ☐ Native Hawaiian or Other Pacific Islande
	☐ Two or more Races (not Hispanic or Latino)	
HOW DI	D YOU LEARN ABOUT THE P	POSITION FOR WHICH YOU ARE APPLYING? Location of Posting / Name of Referral Source
Posting		
Newspap	er Advertisement	
Referral		
Job Fair	/ Open House	
Walk-in		
Other: _		

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