

Town of Apex Employment Application



An Equal Opportunity/Affirmative Action Employer

P.O. Box 250
Apex, NC 27502
www.apexnc.org

Phone: (919) 249-3420

Fax: (919) 249-3309

INSTRUCTIONS: It is important that you fill out all sections of this application 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.

Current Information (Please type or print clearly in ink)

Position Applied for _____ Date _____

When will you be available
for employment? _____

NAME _____
Last First Middle

ADDRESS _____
Street & No., RFD, or P.O. Box City State Zip

TELEPHONE _____
Home Business Cell

EMAIL ADDRESS _____

General Information (Attach additional sheet if needed)

a. Have you ever been employed with the Town of Apex? Yes No
If yes, what department & when? _____

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

c. Have you ever been convicted of any crime under the name you used on this application or under any other name?
(Omit traffic violations with fines of \$100 or less) Yes No

If yes, please explain when, where, and disposition of case.

NOTE: The existence of a criminal record does not automatically eliminate you from employment consideration.

d. Drivers License Information:

License Number _____ Class A/B/C: _____ Expiration date: _____

Education

Circle highest level completed.

1 2 3 4 5 6 7 8 9 10 11 12 GED College 1 2 3 4 Graduate School 1 2 3 4

School	Location	Attended		Grad?	Semester Quarter Hrs.	Degree or Diploma	Major Subject
		from	to				
High School or GED							
College or University							
Graduate or Professional School							
Vocational/ Technical School or Other							

Skills, Certifications

Please list any skills, abilities, special certifications, licenses, special training, or courses you have had that you feel are applicable to the position for which you applied. Include skills with equipment or machines you operate. List computer skills separately as indicated below.

- | | |
|-----------|-----------|
| (a) _____ | (f) _____ |
| (b) _____ | (g) _____ |
| (c) _____ | (h) _____ |
| (d) _____ | (i) _____ |
| (e) _____ | (j) _____ |

Please list computer knowledge and specific software skills:

Employment History

Record your complete work history in the spaces below. Begin with your current or most recent employer first. Use continuation sheets as necessary to account for your full record. Be sure to account for gaps in your employment history. Related volunteer experience should also be listed.

May we contact your present employer? _____ Yes _____ No

Employer: (Present or most recent)		Address:		Phone #:
Job Title:		Name and title of supervisor:		No. supervised by you:
Date Employed:		Starting Salary		Ending Salary
		\$ _____ per		\$ _____ per
Date Separated:		Duties:		
Full time for: Years Months _____				
Part time for: Years Months _____				
If part-time, number of hrs. worked per week: _____		Reason for leaving:		

Employer:		Address:		Phone #:
Job Title:		Name and title of supervisor:		No. supervised by you:
Date Employed:		Starting Salary		Ending Salary
		\$ _____ per		\$ _____ per
Date Separated:		Duties:		
Full time for: Years Months _____				
Part time for: Years Months _____				
If part-time, number of hrs. worked per week: _____		Reason for leaving:		

Employer:		Address:		Phone #:
Job Title:		Name and title of supervisor:		No. supervised by you:
Date Employed:		Starting Salary		Ending Salary
		\$ _____ per		\$ _____ per
Date Separated:		Duties:		
Full time for: Years Months _____				
Part time for: Years Months _____				
If part-time, number of hrs. Worked per week: _____		Reason for leaving:		

Employment (continued)		
Employer:	Address:	Phone #:
Job Title:	Name and title of supervisor:	No. supervised by you:
Date Employed:	Starting Salary \$ _____ per	Ending Salary \$ _____ per
Date Separated:	Duties:	
Full time for: Years Months _____	_____	
Part time for: Years Months _____	_____	
If part-time, number of hrs. Worked per week: _____	Reason for leaving:	

(Use continuation sheets as necessary to account for your full record.)

References
<p>Please do not list family relatives. We recommend listing persons such as coworkers, teachers, etc., who have knowledge of your qualifications for the position for which you are applying. Do not repeat names of supervisors listed with your employment record unless they can no longer be contacted at those addresses. Include complete addresses. If we may contact by telephone, please list the appropriate number.</p>
<p>(a) Name _____ Address _____ Telephone # _____ _____</p>
<p>(b) Name _____ Address _____ Telephone # _____ _____</p>
<p>(c) Name _____ Address _____ Telephone # _____</p>

Please read and sign the statement below. We will not check a reference with your current employer unless you have given us permission on the previous page.

I certify that, to the best of my knowledge and belief, the information given truly represents my background and experience. I understand that if I have knowingly misrepresented or falsified any of the application information 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, together with any information regarding me whether or not it is on their records. I hereby release them from any damage whatsoever for issuing same. I also permit the Town of Apex to conduct a Police and Court Records investigation of my background.

I also authorize schools and other educational institutions which I may have attended to reveal my scholastic ratings to the Town of Apex representatives who are investigating my educational background.

Signature _____ **Date** _____

**CONTINUATION SHEET
EMPLOYMENT HISTORY**

NAME: _____

Employer: (Present or most recent)		Address:		Phone #:
Job Title:		Name and title of supervisor:		No. supervised by you:
Date Employed:		Starting Salary		Ending Salary
		\$ _____ per		\$ _____ per
Date Separated:		Duties:		
Full time for: Years Months _____				
Part time for: Years Months _____				
If part-time, number of hrs. Worked per week: _____		Reason for leaving:		

Employer:		Address:		Phone #:
Job Title:		Name and title of supervisor:		No. supervised by you:
Date Employed:		Starting Salary		Ending Salary
		\$ _____ per		\$ _____ per
Date Separated:		Duties:		
Full time for: Years Months _____				
Part time for: Years Months _____				
If part-time, number of hrs. Worked per week: _____		Reason for leaving:		

Employer:		Address:		Phone #:
Job Title:		Name and title of supervisor:		No. supervised by you:
Date Employed:		Starting Salary		Ending Salary
		\$ _____ per		\$ _____ per
Date Separated:		Duties:		
Full time for: Years Months _____				
Part time for: Years Months _____				
If part-time, number of hrs. Worked per week: _____		Reason for leaving:		

**Town of Apex
Equal Employment Opportunity Questionnaire**

The Town of Apex is an Equal Opportunity Employer. Please complete this form in order for us to comply with the reporting requirements of the Equal Employment Opportunity Commission and to help us measure the effectiveness of our recruitment and selection procedures. This form will be separated from your employment application prior to the review of the application and is used solely for statistical reporting purposes.

Position Applied for: _____

Name _____ **Date** _____

Are you age 40 or over? Yes No **Are you** Female Male

Ethnic Origin (please check one)

- White (not of Hispanic origin)** *Origins in any of the peoples of Europe, North Africa or Middle East*
- Black (not of Hispanic origin)** *Origins in any of the black racial groups of Africa*
- Hispanic** *Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race*
- Asian or Pacific Islander** *Origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands.*
- American Indian or Alaskan Native** *Origins in any of the original peoples of North America*

How did you learn of this opening?

- Newspaper (Which one?) _____
- A Town Employee
- Employment Security Commission
- Employment Interest Card
- Internet (what site?) _____
- Posting in Town Hall or Town Building
- Other (please specify) _____

Selective Service Registration (for males between ages of 18-25)

If you are male and between the ages of 18 and 25, have you registered for the selective service?

Yes No

If offered a position with the Town of Apex you will be required to register with selective service in accordance with federal law.