



Employment Application

Equal Opportunity Employer

Position applied for: _____

Date: _____

Name: _____

Last First Middle Phone: () ()
Home Work

Address: _____

Street Apt. Social Security [][][] [][][] [][][][]

City County Zip Are you at least 18 years of age? Yes No

How long have you lived at this address? _____

Previous Address: _____

EDUCATION Circle highest level completed:

	1	2	3	4	5	6	7	8	9	10	11	12	GED	College:	1	2	3	4	Grad School:	1	2	3	4					
Schools	Name and Location												Dates Attended				Graduate				Degree				Major			
High School																	Yes <input type="checkbox"/> <input type="checkbox"/> No											
College or University																	Yes <input type="checkbox"/> <input type="checkbox"/> No											
Graduate or Professional																	Yes <input type="checkbox"/> <input type="checkbox"/> No											
Business or Trade School																	Yes <input type="checkbox"/> <input type="checkbox"/> No											

U.S. Armed Forces? Yes No If yes, Branch: _____ Rank: _____ Date from: _____ to: _____

QUALIFICATIONS

List any Professional Registrations / Licenses / Certifications (Examples: CPA, EMT, CPR, Licensed Electrician): _____

List any training, classes, or workshops you attended that are related to the position applied for: _____

Typing/Word Processing _____ WPM
Office equipment you can operate: _____

Do you have a driver's license?
Yes No
State _____ Expiration Date _____
License No. _____

Operation of Automotive Equipment:
Trucks/Dump Trucks Yes No
Backhoe Yes No
Front-end Loader Yes No

Computer systems / software programs: _____

Class A Class C
Class B CDL

Other _____

Do you have a vehicle you can use on the job?
Yes No

PERSONAL INFORMATION

Are you a United States citizen? Yes No

[The City will hire only United States citizens or aliens authorized to work in the United States]

If not, are you eligible for employment in the U.S.? Yes No

Are you related by blood, marriage, or adoption to a City employee? Yes No

If yes, please provide name and relationship: _____

Have you ever worked for the City of Mount Holly? Yes No

If yes, what department/position? _____ Date from: _____ to: _____

Have you ever pled guilty to or been convicted of a crime other than a minor traffic violation?
(Answering yes does not mean you cannot be hired) Yes No

If yes, explain: _____

Have you ever used a name other than the one shown on this application? Yes No

If yes, explain (include maiden, nicknames, or assumed names): _____

List below your work history starting with current position and working back in time including any military service, self-employment, or periods of unemployment.

Current or last position held		Month	Year
Employer:	_____	From	_____
Employer's address:	_____	To	_____
Your job title:	_____	<input type="checkbox"/> Full Time	<input type="checkbox"/> Part Time <input type="checkbox"/> Temp
Specific duties:	_____	Starting Salary	_____
	_____	Current/Last Salary	_____
	_____	Supervisor's Name	_____
Reason for leaving:	_____	Employer's Phone #	_____
May we contact your current employer?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Comments:	_____

Position held before last or current position		Month	Year
Employer:	_____	From	_____
Employer's address:	_____	To	_____
Your job title:	_____	<input type="checkbox"/> Full Time	<input type="checkbox"/> Part Time <input type="checkbox"/> Temp
Specific duties:	_____	Starting Salary	_____
	_____	Last Salary	_____
	_____	Supervisor's Name	_____
Reason for leaving:	_____	Employer's Phone #	_____

Next most recent position		Month	Year
Employer:	_____	From	_____
Employer's address:	_____	To	_____
Your job title:	_____	<input type="checkbox"/> Full Time	<input type="checkbox"/> Part Time <input type="checkbox"/> Temp
Specific duties:	_____	Starting Salary	_____
	_____	Last Salary	_____
	_____	Supervisor's Name	_____
Reason for leaving:	_____	Employer's Phone #	_____

Next most recent position		Month	Year
Employer:	_____	From	_____
Employer's address:	_____	To	_____
Your job title:	_____	<input type="checkbox"/> Full Time	<input type="checkbox"/> Part Time <input type="checkbox"/> Temp
Specific duties:	_____	Starting Salary	_____
	_____	Last Salary	_____
	_____	Supervisor's Name	_____
Reason for leaving:	_____	Employer's Phone #	_____

PERSONAL REFERENCES (three people, other than relatives or former employers)

Name	Address	City / State	Phone #	Years Known
1)	_____	_____	_____	_____
2)	_____	_____	_____	_____
3)	_____	_____	_____	_____

I certify that all statements made by me in applying for employment with the City of Mount Holly are true and complete to the best of my knowledge and that I have not withheld any information which would affect my application. I understand that misrepresentations or omissions may result in my rejection as an applicant or grounds for dismissal if I am hired.

Applicant Signature: _____ Date: _____

AUTHORIZATION AND CONSENT FOR RELEASE OF PERSONAL INFORMATION

I hereby consent to having an authorized agent of the City of Mount Holly contact anyone it deems appropriate to investigate and verify any information I have given or to discuss my background, past performance, or suitability for employment. I understand that such investigations may include but not necessarily be limited to previous employment, including work history, efficiency ratings, complaints and grievances filed by or against me; criminal conviction history information on file in local, state, or federal agencies; and motor vehicle records. I further consent to being discussed by any person so contacted and I waive all rights to bring any action for defamation, invasion of privacy, or any similar cause against anyone contacted as a result of what he/she may say about me.

Applicant Signature: _____ Date: _____



Equal Opportunity Information

Equal Opportunity Employer

Position applied for: _____

Date: _____

Name:			Phone: () _____ () _____	
Last	First	Middle	Home	Work
Address:			Social Security	
Street		Apt.	<input type="text"/>	<input type="text"/>
City	County	Zip	Are you at least 18 years of age? Yes <input type="checkbox"/> No <input type="checkbox"/>	

RESEARCH INFORMATION

The City of Mount Holly does not discriminate based on race, sex, color, creed, religion, national origin, age, or disability. The information requested below is voluntary and will in no way affect you as an applicant. Its purpose is to see how well our recruitment efforts are reaching all segments of the population.

Date of Birth:

Month Day Year

Ethnic Group: (check appropriate box)

<input type="checkbox"/> White Male	or	<input type="checkbox"/> White Female
<input type="checkbox"/> African-American Male	or	<input type="checkbox"/> African-American Female
<input type="checkbox"/> Hispanic Male	or	<input type="checkbox"/> Hispanic Female
<input type="checkbox"/> Asian Male	or	<input type="checkbox"/> Asian Female
<input type="checkbox"/> Native American Male	or	<input type="checkbox"/> Native American Female
<input type="checkbox"/> Other, specify _____		

How did you learn about this position?

- Employment Security Commission
- Charlotte Observer ad
- Gaston Gazette ad
- Other newspaper/publication ad, specify _____
- Internet
- Walk-in / City employment board
- City employee referral, specify _____
- Friend
- Other, specify _____