Town of Elon
Application for Employment

An Equal Opportunity Employer

104 S. Williamson Avenue, Elon, NC 27244

IMPORTANT! Please print or type. 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. An unsigned, or incomplete application will not be considered. Once submitted, application materials become the property of the Town.
An application must be received in Town Hall by 5 pm on the closing date to ensure consideration. Photocopied applications must have an original signature and current date. PRINT OR TYPE ALL INFORMATION.

Position applied for _____ Application Date _____

Are you seeking: Full-time Employment ☐ Temporary ☐
Part-time Employment ☐ Summer ☐

Name _____
LAST FIRST MIDDLE

Address _____
STREET CITY STATE ZIP

Telephone ( ) _____ ( ) _____ Email address _____
Home Cell Phone

Shift preferred: 1 ☐ 2 ☐ 3 ☐ Any ☐

If you are under 18 years old, can you provide a work permit if required? Yes ☐ No ☐

On what date would you be available for work? _____

Have you ever been employed with the Town of Elon? Yes ☐ No ☐
If yes, what department and when? _____

Will you accept employment requiring regular night work, weekend work, or rotating shifts? Yes ☐ No ☐

Are you related now or previously by blood or marriage to any Town employee? Yes ☐ No ☐
If yes, give name, relationship, and department: _____

Do you have the ability to perform the duties of the job for which you have applied? Yes ☐ No ☐

Have you ever been convicted of a crime? Yes ☐ No ☐
If yes, please explain: _____

NOTE: A conviction does not automatically mean you cannot be employed. What you were convicted of and how long ago are important. Please provide all details so an equitable decision can be made.

Are you an American citizen or do you currently have authorization to work in the United States? Yes ☐ No ☐

Did you receive any of your education or employment experience under another name? Yes ☐ No ☐
If yes, please list other name(s): _____

Selective Service Registration If you are a male between the ages of 18 to 25, have you registered for Selective Service? Yes ☐ No ☐
If not, you will have 30 days to comply if selected for a position as required by law.

Immigration Reform & Control Act After employment, you will be required to submit verification of your legal right to work in the US. The Town of Elon employs only United States citizens or aliens who can provide proof of identity and work authorization within 3 working days of employment.

Equal Opportunity Employer It is the policy of the Town of Elon to foster, maintain, and promote equal employment opportunity. The Town shall select employees on the basis of applicants' qualifications and without regard to sex, race, national origin, ethnicity, color, religion, creed, age, marital status, veteran's status, disability, genetic information or political affiliation, except where specific age, sex or physical requirements constitute a bona fide occupational qualification necessary for job performance.

Drug Screening All FINAL applicants must pass a drug screening process. Further information will be provided at the appropriate time in the employment process.

Education Background

Select the highest level of education completed:

Education	Name & Location	Attended From Mo/Yr	Attended To Mo/Yr	Did you Graduate?	Degree, Diploma or Certificate Earned
High School or GED					
Technical Colleges or 4-Year College or Universities					
Graduate or Professional Schools					

Skills, Knowledge & Abilities

Please list any skills, knowledge, or abilities you have that you feel are applicable to the position for which you are applying. Include skills with equipment or machines you operate. If you wish consideration for an administrative position, indicate speeds for typing or 10-key pad.

Registrations, Licenses, Certifications

List fields of work for which you have been registered, licensed or certified.

Registration: _____ State: _____ No: _____ Exp. Date: _____

Registration: _____ State: _____ No: _____ Exp. Date: _____

Other: _____

Do you possess a driver's license? Yes ☐ No ☐

If YES, please list state where issued and license number: _____

Do you possess a Commercial Driver's License? Yes ☐ No ☐

If YES, indicate the class, number, and state of issuance: _____

Employment Experience

A complete application will contain at least **10 years of employment history**. All addresses must include complete mailing addresses. **All questions must be answered completely** and any gaps in employment explained. Attach additional sheet if needed. Resumé can be attached.

CURRENT OR MOST RECENT EMPLOYMENT (**or explain gap in employment**)

Job Title _____ Starting Salary _____ Last Salary _____

Name and title of supervisor _____ Number employees supervised by you _____

Employer or company _____ Telephone # ( )

Address _____

Street City State Zip

Date Employed _____ Duties _____

Date Separated

Full-time for:	Years	Months	
Part-time for:	Years	Months	Reason for leaving or desiring a change:

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References

	Name	Address	City, State & Zip	Daytime Phone Number
1.				
2.				
3.				
4.				

Have you had disciplinary action taken against you in the past 12 months? Yes ☐ No ☐

If yes, explain: (A "YES" will not automatically disqualify you.)

Have you ever been dismissed or forced to resign from any job? Yes ☐ No ☐

If yes, explain: (A "YES" will not automatically disqualify you.)

May we contact your present employer for reference? Yes ☐ No ☐

If no, explain:

Certification and Release

To the best of my knowledge and belief, the information given truly represents my background and experience. I understand that if I have knowingly or negligently misrepresented or falsified any of the application information I may be disqualified for employment consideration or dismissed from employment with the City.

I authorize my current and former employers to give any information regarding me or my employment, whether or not it is on their records. I hereby release them from any damage whatsoever for issuing same.

In connection with my employment with the Town of Elon, I understand that an investigative inquiry may be conducted prior to hiring and periodically during my employment, including reference checks, driving record reviews, social security verifications, consumer credit check, and criminal background checks as well as an employment drug screen and random drug screens during the tenure of my employment (required for positions with safety sensitive duties or for reasonable suspicion of drug use.)

I also authorize educational institutions which I attended to reveal my scholastic ratings, as well as degrees or certificates earned, to the Town of Elon, and associations, registration and licensing boards and others to furnish whatever detail is available concerning my qualifications. Notwithstanding any provision of State and Federal law, I expressly waive any right I have to review information received from an employer or educational institution under a promise of confidentiality.

I understand and acknowledge that should I be employed by the Town of Elon, then I serve "at will". This means that I may be terminated at any time. I further understand that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically approved by the Town Manager.

I further understand that if employed, my work may be subject to a six (6) months probationary period, and if it is found that I am not adapted to the assigned work, I may be terminated without further reason, and without prejudice.

SIGNATURE _____ **DATE** _____