

Town of Kernersville

Employment Application

An Equal Opportunity/Drug Free Employer

134 East Mountain Street-P.O. DRAWER 728-KERNERSVILLE, NORTH CAROLINA 27285-0728
(336) 996-3121 www.TOKNC.com

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. Unsigned and incomplete applications may not be considered. Once submitted, application materials become the property of the Town. An application must be received by the Receptionist by 5:00 p.m. on the closing date posted to ensure consideration. The Town only accepts originally signed applications for employment. The Town does not accept applications by fax or e-mail. Applications must be completed in ink or typed.

CURRENT INFORMATION

1. Position applied for _____ Date: _____
2. When will you be available for employment: _____
3. Name: _____
Last First Middle
4. Address: _____
Street & NO., RFD or PO Box City State Zip
5. Telephone: (____) _____ (____) _____ If neither, where can you be reached? (____) _____
Home Business
6. Are you 18 or older? YES NO If NO, what is your birthday? _____
If NO, do you have a work permit? Yes NO

GENERAL INFORMATION (Attach additional sheet if needed)

If you need to explain any answer, use the space under item 26, EXPLANATIONS.

7. Have you ever been employed with the Town of Kernersville? If YES, what dept. & when? YES NO

8. Have you applied to the Town of Kernersville before? IF YES, indicate what position and when? YES NO

9. Will you accept employment requiring occasional/regular night work or weekend work or rotation shifts? YES NO

10. Are you now or were you previously related by blood or marriage to any Town Employee? YES NO
If YES, give name, relationship and department _____
11. Are you able to perform all the duties of the job for which you have applied if reasonable accommodations are made? (A job description is available for review in the Town's Human Resources Department) YES NO
12. Have you ever been charged or convicted of a crime? If YES, explain under EXPLANATIONS. YES NO
(Excluding traffic offenses where court costs and fine were less than \$100.00)

NOTE: An arrest or conviction record is not an absolute bar to employment. The Town will consider the nature and gravity of the offense, the time that has passed since arrest or conviction, and the nature of the job for which you have applied.

13. Are you an American citizen or do you currently have authorization to work in the United States? YES NO

EDUCATION

Give your complete education history

Enter highest school year completed.

_____ (1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12)

14. High School _____

Name

City

State

15. Have you received a high school diploma or equivalent: YES NO

Education Beyond High School	Name and Location	Did you Graduate? (Please Select)	Credit Hours	Degree, Diploma or Certificate Earned - or - Number of Years Completed	Major Subject ----- Minor Subject
16. College(s) Universities					
17. Graduate or Professional School					
18. Tech. Inst.					

SKILLS, KNOWLEDGE & ABILITIES

19. Please list any skills, knowledge, or abilities you have that you feel are applicable to the position(s) for which you are applying. Include skills with equipment or machines you operate including computer equipment and software packages you are familiar with. Include typing speed, if applicable.

(a) _____

(d) _____

(b) _____

(e) _____

(c) _____

(f) _____

REGISTRATION, LICENSES, CERTIFICATIONS

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

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

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

Other: _____

PLEASE COMPLETE IF THE OPERATION OF A MOTOR VEHICLE IS A REQUIREMENT FOR THE POSITION TO WHICH YOU ARE APPLYING

21. Please list your driver's license number and the state in which it was issued. If you do not have a driver's license, please put "NONE".

_____ State _____

22. Is your driver's license a Commercial Driver's License? YES NO If Yes, indicate the class _____

EMPLOYMENT

Record your complete work history in the spaces below. Begin with your current or most recent position. (Include military and related volunteer experience.) Attach as many sheets as are necessary to account for your complete record. Be sure to account for gaps in your employment history. Please be thorough, including completing the "Duties" lines. "See attached resume" is not acceptable in the DUTIES space

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

Job Title: _____ Starting Salary _____ Ending Salary _____ Full-time
Part-time

Name and title of Supervisor _____ No. Employees supervised by you _____

Employer or company _____ Telephone (_____) _____

Date Employed _____ Address _____

Date Separated _____ Duties in order of Importance _____

Reason for Leaving: _____

B. NEXT MOST RECENT EMPLOYMENT (or explain gap in employment)

Job Title: _____ Starting Salary _____ Ending Salary _____ Full-time
Part-time

Name and title of Supervisor _____ No. Employees supervised by you _____

Employer or company _____ Telephone (_____) _____

Date Employed _____ Address _____

Date Separated _____ Duties in order of Importance _____

Reason for Leaving: _____

C. NEXT EMPLOYMENT (or explain gap in employment)

Job Title: _____ Starting Salary _____ Ending Salary _____ Full-time
Part-time

Name and title of Supervisor _____ No. Employees supervised by you _____

Employer or company _____ Telephone (_____) _____

Date Employed _____ Address _____

Date Separated _____ Duties in order of Importance _____

Reason for Leaving: _____

EMPLOYMENT

Record your complete work history in the spaces below. Begin with your current or most recent position. (Include military and related volunteer experience.) Attach as many sheets as are necessary to account for your complete record. Be sure to account for gaps in your employment history. Please be thorough, including completing the "Duties" lines. "See attached resume" is not acceptable in the DUTIES space

D. NEXT EMPLOYMENT (or explain gap in employment)

Job Title: _____ Starting Salary _____ Ending Salary _____ Full-time
Part-time

Name and title of Supervisor _____ No. Employees supervised by you _____

Employer or company _____ Telephone (_____) _____

Date Employed _____ Address _____

Date Separated _____ Duties in order of Importance _____

Reason for Leaving: _____

E. NEXT EMPLOYMENT (or explain gap in employment)

Job Title: _____ Starting Salary _____ Ending Salary _____ Full-time
Part-time

Name and title of Supervisor _____ No. Employees supervised by you _____

Employer or company _____ Telephone (_____) _____

Date Employed _____ Address _____

Date Separated _____ Duties in order of Importance _____

Reason for Leaving: _____

F. NEXT EMPLOYMENT (or explain gap in employment)

Job Title: _____ Starting Salary _____ Ending Salary _____ Full-time
Part-time

Name and title of Supervisor _____ No. Employees supervised by you _____

Employer or company _____ Telephone (_____) _____

Date Employed _____ Address _____

Date Separated _____ Duties in order of Importance _____

Reason for Leaving: _____

PERSONAL REFERENCES:

Please list references that have personal knowledge of your work performance. Do not include family members or past supervisors.

NAME	PHONE NUMBER	ADDRESS	RELATIONSHIP	YEARS KNOWN
1.				
2.				
3.				

OTHER INFORMATION	
23. Have you had disciplinary action taken against you in the past 12 months of employment? If YES, explain under item 26, EXPLANATIONS. (A YES, will not automatically disqualify you.)	YES <input type="checkbox"/> NO <input type="checkbox"/>
24. Have you ever been dismissed or forced to resign from any job? If YES, explain under item 26, EXPLANATIONS. (A YES, will not automatically disqualify you.)	YES <input type="checkbox"/> NO <input type="checkbox"/>
25. May we contact your present employer for reference?	YES <input type="checkbox"/> NO <input type="checkbox"/>

26. EXPLANATIONS: Indicate item # to which answers apply.

ITEM#	

I authorize the Town of Kernersville to conduct a personal background investigation in connection with my application. This investigation may include information from educational institutions, police and/or court records, Department of Motor Vehicle records, listed personal references and/or other references, previous employers and other appropriate sources.

I authorize the release of any information the Town of Kernersville may request from the above sources. I further waive all rights to inspection or review of any information compiled.

I fully understand all information gained from such investigation is confidential.

I agree to provide any further information which may be requested and hereby certify that there are no willful or negligent misrepresentations, omissions, or falsifications in any of the applications or documents furnished or answers to questions. I am aware should any investigation disclose any willful misrepresentations, omissions, or falsifications that my application may be rejected. Additionally, I am aware that willful misrepresentations, omissions, or falsifications in any of the applications or documents furnished or answers to questions are grounds for termination should I be employed by the Town of Kernersville.

I hereby release the Town of Kernersville, its agents and representatives and any person(s) so furnishing information from any and all liability of every nature and kind arising out of the furnishing or inspection of such document, records, and other information for the investigation made by the Town of Kernersville.

Furthermore, I understand that Employment with the Town of Kernersville is contingent upon the successful completion of a drug-screening test to be administered after an offer of employment is made. (Successful completion of the test means that the person tested negative for illegal drugs and substance abuse.)

SIGNATURE _____

DATE _____

TOWN OF KERNERSVILLE

APPLICANT INFORMATION

EQUAL EMPLOYMENT OPPORTUNITY: It is the policy of the Town of Kernersville to foster, maintain, and promote equal employment opportunity. The Town shall select employees on the basis of applicants' qualifications and without regarding the age, sex, race, color, creed, religion, nondisqualifying handicap, political affiliation, or national origin, except where specific age, sex, or physical requirements constitute a bona fide occupational qualification necessary for job performance.

LEARNING ABOUT VACANCIES: The Human Resources Office administers the recruitment and application process for full-time, part-time, seasonal and temporary vacancies. Vacant positions are posted on the Town Hall Bulletin Board. You can also remain up-to-date by calling our JOB LINE at (336) 996-3121 option 6, or the Employment Security Commission at (336) 761-1700. We do not accept applications unless there is a posted vacancy, but we do accept Interest Cards on all positions at all times.

OBTAINING AN APPLICATION: The Town of Kernersville application form is available 8:30 a.m. - 5:00 p.m., Monday - Friday at the Town's Receptionist's desk. The Human Resources Office will also mail applications upon request. However, we cannot guarantee that applications which are mailed out will be received in time for applicants to meet the closing dates. Applications which are mailed to the Town must be received on or before the closing date.

COMPLETING AN APPLICATION: You must complete, sign and return the Town's application form even though you may have already provided us with a letter or resume. Your application is our primary source of information in considering you for employment. Please follow all instructions and answer questions completely. Applications should be typed or completed in ink. Identify the vacancies in which you are interested by title. If you want to apply for vacancies in different occupational areas you must submit separate applications. A complete job description is available for viewing in the Human Resources office.

Incomplete applications or supplements may not be considered. Providing false or misleading information or documentation or concealing requested information to gain employment may result in your application being disqualified or your dismissal, if employed. The disclosure of Equal Opportunity Information is voluntary. Its sole use is to monitor our recruitment efforts. This information no way affects you as an applicant.

SUBMITTING YOUR APPLICATION: We accept applications only for positions for which we are actively recruiting. To ensure consideration, a Town of Kernersville application must be received by the Receptionist by 5:00 p.m. on our closing date or by mail if received on or before the closing date. We do not accept applications by FAX. Applications received after the closing date are considered ONLY when the application pool is judged by us to be deficient in quality or quantity. When no closing date appears, the position may be filled without notice. Once submitted, the application becomes the property of the Town.

SCREENING, REFERRAL AND SELECTION: Your application will be considered only for those vacancies you specify by title. Your education, experience, and skills, work record and availability will be evaluated in relation to job requirements. Based on that evaluation, a limited number of applicants will be interviewed. Due to the response to our recruitment efforts, not all applicants receive interviews. We will contact those applicants in whom we are interested to discuss the vacancy further or to arrange a personal interview. Applicants will be notified when a vacancy has been filled. Due to the large number of applications received, the hiring department is unable to communicate with each applicant regarding the status of his/her application. If you have questions, please call us at (336) 992-0306.

You will be asked to submit to drug testing as a condition of employment. Certain positions require physicals, which are paid for by the Town. These physicals will only be scheduled after a job offer has been extended. Employment is contingent upon a recommendation from our physician indicating that the candidate can perform the essential functions of the job.

REAPPLYING: If you wish to apply for another vacancy at a later date, you may use the application already on file providing that no changes are required to be made on the application on file and provided that the application is less than 90 days old. You must make a request to the Human Resources Department to have your application placed in the file for the new position. To assure consideration, the request must be made to the Human Resources Department by 5:00 p.m. on the closing date.

IDENTITY AND EMPLOYMENT: If employed, you must submit proof of identity and eligibility for legal employment by your third day of work. The Human Resources Department can be contacted for a more complete list of acceptable documents.

JOB CLASSIFICATION AND PAY: Positions with similar duties and responsibilities are assigned the same job classification, salary grade and range. Starting salaries are based on the selected applicant's relevant training and experience, labor-market consideration, internal salary equity and the availability of funds.

OVERTIME COMPENSATION AGREEMENT: For employees subject to the overtime provisions of the Fair Labor Standards Act (FLSA), we generally allow the employee to choose between time off or pay for overtime worked. However, either is subject to supervisory approval or departmental policy and may be affected by budgetary constraints.

PROBATIONARY PERIOD: Most new employees are subject to a probationary period of six (6) months, Police Officers and Firefighters serve a twelve (12) month probationary period. If performance and conduct meet acceptable standards, a regular appointment status is given. If not, employment may be terminated any time during the period.

PERSONNEL POLICY: This Applicant Information is adapted from the Town of Kernersville Personnel Policy. A copy of the policy is available in the Human Resources Office for review by applicants. If you are employed by the Town, you will receive a copy of the policy that explains the matters referred to herein in greater detail.

CURRENT BENEFITS

EMPLOYEE BENEFITS:

- 12 Days Vacation per year, increasing with service
- 12 Days paid sick leave per year
- Local Government Employees Retirement System
- Employee contributes 6% of pay
- Employer contributes a percentage of pay
- Medical / Dental insurance to employee at no cost
- Credit Union Membership
- 10 paid holidays per year
- Education Tuition Assistance
- Merit Pay Plan
- 2% Annual Bonus
- Annual Employee Outing
- Employee Birthday Gift Certificate
- Short Term Disability at no cost, Voluntary Long Term Disability
- Life Insurance Coverage to employee at no cost
- Voluntary 401 (k) and 457 deferred compensation plans

DEPENDENT AND FAMILY BENEFITS:

- Coverage for Medical and Dental Insurance available at cost to employee
- Credit Union Membership