

APPLICANT INFORMATION FORM

City of Lexington, NC

APPLICATION INFORMATION AND INSTRUCTIONS

(Read Carefully Before Starting)

Applications for employment with the City of Lexington are taken at the North Carolina Employment Security office, 103 W. Center Street Ext., Lexington, NC 27295.

Applications are accepted only for jobs which are posted. Please fill out the application completely, attaching any other information you feel may be useful. Please type or print in blue or black ink and remember to sign the application.

**EMPLOYMENT APPLICATION
PROCESS**

Employment applications may be printed from the website, or picked up at the Employment Security. Please sign the completed application and return to ESC.

Employment applications are forwarded to the Department Head where the vacancy exists.

If the Department Head feels you are a valid candidate for an interview, you will be contacted.

After all interviews are completed, a background check is conducted on selected candidates.

Candidates offered employment will be asked to participate in a drug and alcohol screening.

Applicants not chosen for the particular position will be notified by letter.

The City of Lexington participates in E-Verify.

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The City of Lexington does not discriminate on the basis of race, color, national origin, sex, religion, genetic information or non-disqualifying disability in employment or the provision of services.



APPLICANT INFORMATION FOR EMPLOYMENT

CITY OF LEXINGTON

Date: _____

HUMAN RESOURCES DEPARTMENT

28 W. CENTER STREET LEXINGTON, NC (336) 248-3955 TDD 800-735-2962

I. POSITION AND DEPARTMENT DESIRED: _____

(You must complete a separate application for each job)

II. PERSONAL DATA

A. Name _____
Last First Middle

ADDRESS _____
Number or P.O. Box Street City State Zip Code

TELEPHONE _____ DRIVER'S LICENSE NO. _____
area code

C. Have you worked here before? Yes ___ No ___ When _____

D. List members of your immediate family who work here: _____

III. EDUCATIONAL EXPERIENCE:

Circle highest school year completed: 6 7 8 9 10 11 12 13 14 15 16

Names of High School _____ Address _____

Did you graduate? Yes ___ No ___ Did you obtain a GED? Yes ___ No ___

Education beyond	Name	Years	Degree/	Major
High School	Location	Completed	Certificate (if any)	Subject
Technical School		1 2 3 4		
College or University		1 2 3 4		
Graduate or Professional		1 2 3 4		

APPLICANT INFORMATION FORM

IV. WORK EXPERIENCE (List all jobs in last five years, attach additional sheets if necessary)

Employer	Telephone	Dates	Employed:	Summarize responsibilities
_____	_____	From _____	To _____	
Address: _____		_____	_____	
_____		\$ _____ per	_____	
Immediate Supervisor and title		Starting Rate/Salary		
_____		\$ _____ per	_____	
Reason for leaving:		Final Rate/Salary		

May we contact for reference? Yes ___ No ___ Later ___				

Employer	Telephone	Dates	Employed:	Summarize responsibilities
_____	_____	From _____	To _____	
Address: _____		_____	_____	
_____		\$ _____ per	_____	
Immediate Supervisor and title		Starting Rate/Salary		
_____		\$ _____ per	_____	
Reason for leaving:		Final Rate/Salary		

May we contact for reference? Yes ___ No ___ Later ___				

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Address: _____		_____	_____	
_____		\$ _____ per	_____	
Immediate Supervisor and title		Starting Rate/Salary		
_____		\$ _____ per	_____	
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May we contact for reference? Yes ___ No ___ Later ___				

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Address:		_____	_____	
_____		\$ _____ per	_____	
Immediate Supervisor and title		Starting Rate/Salary		
_____		\$ _____ per	_____	
Reason for leaving:		Final Rate/Salary		

May we contact for reference? Yes ___ No ___ Later ___				

V. OTHER QUALIFICATIONS

- A. List all vehicles, on/off road and construction equipment (standard and automatic), and related machinery which you can operate: _____

- B. Describe your typing and clerical skills (if necessary for job): _____

- C. Can you work shifts, night and weekends if necessary to do the job? Yes ___ No ___
- D. List any certifications you have received and the dates you received them: _____

- E. Summarize special qualifications and skills acquired from other experiences, such as volunteer work, hobbies and sports, which relate to the job: _____

AGREEMENT

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 City.

Signature _____ Date _____

APPLICANT INFORMATION FORM

THE CITY OF LEXINGTON IS AN EQUAL OPPORTUNITY EMPLOYER. WE ARE REQUIRED BY THE FEDERAL GOVERNMENT TO COLLECT PERSONAL INFORMATION ON ALL APPLICANTS IN ORDER TO RECORD OUR ATTEMPTS TO SEEK ALL QUALIFIED APPLICANTS WITHOUT REGARD TO RACE, CREED, SEX, NATIONAL ORIGIN, AGE, OR DISABILITY.

THIS APPLICANT INFORMATION FORM WILL BE SEPARATED FROM YOUR EMPLOYMENT APPLICATION, AND WILL NOT, IN ANY WAY, BE USED IN OUR SELECTION PROCESS OR FOR ANY PERSONNEL ACTION FOLLOWING EMPLOYMENT.

Name: _____ Date: _____
 Last First Middle

Address: _____
 Street or P.O. Box City State Zip County

Position for which applied: _____

THIS APPLICATION IS IN RESPONSE TO:

(Please check block and name particular source)

- | | | | | |
|--------------------------|-----------------------------------|-----|--------------------------|--------|
| <input type="checkbox"/> | Newspaper | Sex | <input type="checkbox"/> | male |
| <input type="checkbox"/> | Professional magazine | | <input type="checkbox"/> | female |
| <input type="checkbox"/> | Job Opportunity Listing (specify) | | | |
| <input type="checkbox"/> | TV | | | |
| <input type="checkbox"/> | Other (specify) | | | |

Race:

- | | | | |
|--------------------------|----------------------|--------------------------|------------------------------|
| <input type="checkbox"/> | White | <input type="checkbox"/> | Native Am. Or Other |
| <input type="checkbox"/> | Black or African Am. | <input type="checkbox"/> | Pacific Islander |
| <input type="checkbox"/> | Asian | <input type="checkbox"/> | Am. Indian or Alaskan Native |
| <input type="checkbox"/> | Hispanic or Latino | <input type="checkbox"/> | Two or More Races |

NOTICE

Federal law requires all employers to verify the identity and employment eligibility of all workers hired to work in the United States.

The City of Lexington participates in E-Verify.

Men ages 18-25 are required to register for selective service. Pursuant to Chapter 143B-421.1 of the North Carolina General Statutes you are required to register for selective service to be employed by the City of Lexington. Have you registered? _____ yes _____ no
If no, why not? Female _____ Other Reasons _____