

Application for Employment

Town of Biltmore Forest

355 Vanderbilt Road
Biltmore Forest, NC 28803
(828)274-0824

Professionalism in Public Service

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Human Resources Department.

Name _____ Social Security # _____
Last First Middle
Address _____
Street City State Zip
Telephone # _____ Mobile/Other Phone# _____ Email Address _____
Position (s) applied for: _____ Date of Application ____/____/____

If necessary, best time to call you at home is..... _____ am/pm

May we contact you at work?..... Yes ____ No ____

If yes, work number and best time to call:.....() _____ am pm (circle one)

Are you legally eligible for employment in this country?..... Yes ____ No ____

Date Available for work ____/____/____

What is your desired salary range or hourly rate of pay?.....\$ _____ Per _____

Type of employment desired... ____ Full time ____ Part-time ____ Temporary ____ Summer Employment

Will you travel if job requires?..... Yes ____ No ____

Will you work overtime if required?..... Yes ____ No ____
If no, please explain _____

Have you ever been bonded?..... Yes ____ No ____

Answering yes to the following question does not constitute an automatic bar to employment. Factors such as date of the offense, seriousness and nature of the violation, rehabilitation and position applied for will be taken into account.

Have you ever pled "guilty" or "no contest" to or been convicted of a crime?..... Yes ____ No ____

If yes, please provide date (s) and details _____

Employment History

Starting with your most recent employer, provide the following information.

Employer _____ Phone # _____

Street Address _____ City _____ State _____ Zip _____

Starting job title/final job title _____

Immediate supervisor and title (for most recent position held) _____

May we contact for reference? yes no

Why did you leave? _____

Summarize the type of work and job responsibilities _____

What did you like most about your position? _____

What were the things you liked least about your position? _____

Date Employed _____ to _____

Compensation Starting
____ Hourly ____ Salary \$ _____ per _____

Compensation Final
____ Hourly ____ Salary \$ _____ per _____

Employer _____ Phone # _____

Street Address _____ City _____ State _____ Zip _____

Starting job title/final job title _____

Immediate supervisor and title (for most recent position held) _____

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Date Employed _____ to _____

Compensation Starting
____ Hourly ____ Salary \$ _____ per _____

Compensation Final
____ Hourly ____ Salary \$ _____ per _____

Skills and Qualifications

Summarize any special training, skills, licenses and /or certificates that may assist you in performing the position for which you are applying.

Computer Skills (Check appropriate boxes. Include software titles and years of experience.)

- Word Processing _____ Years _____
 Internet _____ Years _____
 Spreadsheet _____ Years _____
 Other _____ Years _____
 Presentation _____ Years _____
 Other _____ Years _____

Educational Background

Starting with your most recent school attended, provide the following information.

School (include City and State)	Year Completed	Degree/Diploma/Certificate earned

References

List name and telephone number of three business/work references who are not related to you. If not applicable, list three personal references who are not related to you.

Name	Title	Relationship to you	Telephone #	Years Known

Notice to Applicants

Screening tests for alcohol and illegal drug use may be required before hiring and during your employment here.

I authorize investigation of all statements contained in this application.

Applicant's signature