

**City of Hendersonville
Application for Employment**

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital status, sexual orientation, or any other legally protected status. **WE ARE AN EQUAL OPPORTUNITY EMPLOYER.**

PLEASE PRINT

Position Applied For		Date of Application		
How did you learn about us?		Last 4 Digits of Social Security Number		
Last Name		First Name		Middle Name
Mailing Address		City	State	Zip Code
Telephone Number(s)		Work Number		
If you are under 18 years of age, can you provide required proof of your eligibility to work? Yes No				
Have you ever filed an application with us before? Yes No		If yes, give date:		
Have you ever been employed with us before? Yes No		If yes, give date:		
Are you currently employed? Yes No		May we contact your present employer? Yes No		
Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? Proof of citizenship or immigration status will be required upon employment. Yes No				
On what day would you be available for work?		Can you travel if a job required it? Yes No		
Are you available for work: Full Time Part Time Shift Work Temporary				
Have you been convicted of a felony within the last 7 years? Yes No If yes, please explain:				
EDUCATION				
	Name & Address of School	Course of Study	Years Completed	Diploma/ Degree
Elementary School				
High School				
Undergraduate College				
Other (Specify)				
Describe any specialized training, apprenticeship, skills, and extra curricular activities-Include Civilian or Military Training:				

EMPLOYMENT EXPERIENCE: Start with your present or last job. Include any job-related military assignments and volunteer activities. You may exclude organizations that indicate race, color, religion, gender, national origin, disabilities or other protected status.

1.

Employer		Hourly Rate/Salary		Work Performed
		Starting	Final	
Address				
Telephone Number(s)		Dates Employed		
		From	To	
Job Title	Supervisor			
Reason for Leaving:				

2.

Employer		Hourly Rate/Salary		Work Performed
		Starting	Final	
Address				
Telephone Number(s)		Dates Employed		
		From	To	
Job Title	Supervisor			
Reason for Leaving:				

3.

Employer		Hourly Rate/Salary		Work Performed
		Starting	Final	
Address				
Telephone Number(s)		Dates Employed		
		From	To	
Job Title	Supervisor			
Reason for Leaving:				

IF YOU NEED ADDITIONAL SPACE, PLEASE CONTINUE ON A SEPARATE SHEET OF PAPER.

List professional, trade, business or civic activities and offices held. You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability, or other protected status:

ADDITIONAL INFORMATION

OTHER QUALIFICATIONS: Summarize special job-related skills and qualifications acquired from employment or other experience.

SKILLS: Check the following skills, experiences, etc. which you have.

Drivers License _____ Number State	Foreign Language Adding machine/ calculator CDL Class _____	Microsoft Office Excel Word Other _____
Car for use at work		

NOTE TO APPLICANT: DO NOT ANSWER THE QUESTIONS UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.

Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the activities involved in the job or occupation for which you have applied? A description of the activities involved in such a job or occupation is attached. Yes No

REFERENCES

Name	Address	Phone Number
1.		
2.		
3.		

I understand that falsified statements on this application are justification for refusal or termination of City of Hendersonville employment. I authorize investigation of my personal history and statements contained in this application as may be necessary in arriving at an employment decision. IF HIRED, I UNDERSTAND THAT ON THE FIRST DAY OF EMPLOYMENT I WILL HAVE TO PROVIDE TWO (2) PIECES OF IDENTIFICATION TO PROVE LEGAL ELIGIBILITY TO WORK IN THE UNITED STATES.

I understand that I am required to abide by all rules and regulations of the employer.

Applicant Signature: _____ Date: _____

Office Notes:

City of Hendersonville
Human Resources Department
Release of Information Waiver

I, _____, having been selected as an applicant for review relating to appointment as a City of Hendersonville employee, do waive my right to privacy relating to any background investigation conducted on behalf of the City of Hendersonville for the purpose of appointment. I hereby grant the Director of Human Resources or his/her designee of the City of Hendersonville access to my personnel, financial or any other pertinent employment or personal information, which, in sole discretion of the City of Hendersonville may have a bearing on my ability to perform the duties required of a City of Hendersonville employee. I understand that any person contacted relating to this subsequent background investigation will be provided with a copy of this waiver and the original will be available for examination from the Human Resources Department at the City of Hendersonville City Hall.

Applicant Signature

Witness

Special Note: If you are applying for a position with the Hendersonville Police Department please complete Police Department Application Supplement for your application to be considered further.

Police Department Application Supplement

1. Please check the position applied for:

Civilian Positions:

- Telecommunicator
- Reserve Telecommunicator
- Records Clerk
- Administrative Assistant
- Parking Enforcement
- School Crossing Guard

Sworn Positions:

- Police Officer
- Reserve Police Officer

2. Are you a U.S. Citizen? Yes No

3. Have you ever been convicted of a FELONY or a serious MISDEMEANOR? If yes, explain.

4. If applying for a sworn position:

a. Are you currently North Carolina Basic Law Enforcement Training (BLET) certified? Yes No

i. If Yes

- 1. Date certified _____
- 2. Name of accredited school _____
- 3. What agency, if any, is holding your certification _____

b. If not certified and you are currently enrolled in BLET, what is your estimated graduation date? _____
