

**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		Email address
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? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Have you ever filed an application with us before? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, give date:		
Have you ever been employed with us before? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, give date:		
Are you currently employed? <input type="checkbox"/> Yes <input type="checkbox"/> No		May we contact your present employer? <input type="checkbox"/> Yes <input type="checkbox"/> 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. <input type="checkbox"/> Yes <input type="checkbox"/> No				
On what day would you be available for work?		Can you travel if a job required it? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Are you available for work: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Shift Work <input type="checkbox"/> Temporary				
<input type="checkbox"/> <input type="checkbox"/>				
<b>EDUCATION</b>				
	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:



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.

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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

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

Additional Comments:

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