

Human Resources Employment



Thank you for your expression of interest in a career opening with the City of Archdale.

Applications submitted for position vacancies are carefully screened by Human Resources and the names of those best qualified are forwarded to the hiring department. There, interviews are conducted and job offers are made. All such offers are contingent upon a satisfactory drug testing exam, background inquiry and driver's license check.

If the application form does not provide sufficient space for the full inclusion of education, training or work history which relates strictly to the position applied for, you may enclose supplementary pages containing this information. A resume may be attached to the completed application form, but not in lieu of the official application form. These additions, unless found to be in noncompliance with EEO guidelines, will be treated as an extension of the application form as will job-related cover letters and documentation.

Do not fax your application. Only an original employment application form, signed and dated, is accepted for processing. Return the original form, with all supplemental information, by hand or by mail to the address below:

**City of Archdale
Human Resources, Employment
P.O. Box 14068
Archdale, NC 27263**



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P.O. Box 14068
Archdale, NC 27263

**Written Authorization of Consumer Report Request &
Disclosure of Consumer Report Request**

This document is to inform you that, as a part of our procedure for processing your employment application, or otherwise determining your eligibility for a position with the City of Archdale, a consumer report/criminal background check may be obtained for employment purposes. This inquiry may include information as to your character, general reputation, personal characteristics, and mode of living, whichever may be applicable.

I, _____, authorize the City of Archdale to obtain one or more consumer reports/background checks on me in connection with my application for employment. Such reports may include, but are not limited to, criminal records checks, credit reports or other investigative reports. The agency from which this report or reports may be sought may include, without limitation, credit bureaus, private investigative firms, clerks or court, schools and other educational institutions which I may have attended to reveal my scholastic ratings and the like to the City of Archdale during the course of their investigation and I hereby release them from any damage whatsoever for issuing the same.

This authorization, in original or copy form, shall be valid for this and any future reports or updates that may be requested in connection with my employment at the City of Archdale.

Signature of Applicant _____

Date _____



CITY OF ARCHDALE

307 BALFOUR DRIVE
 P.O. BOX 14068
 ARCHDALE, NORTH CAROLINA 27263

PHONE: (336) 431-9141 FAX: (336) 431-2130

EMPLOYMENT APPLICATION CITY OF ARCHDALE, NORTH CAROLINA

WE CONSIDER APPLICANTS FOR VACANT POSITIONS WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, AGE, MARITAL OR VETERAN STATUS, DISABILITY OR ANY OTHER LEGALLY PROTECTED STATUS. IT IS THE RESPONSIBILITY OF EACH APPLICANT TO NOTIFY US IF ANY REASONABLE ACCOMMODATIONS ARE NECESSARY TO ALLOW COMPLETION OF THE APPLICATION PROCESS.

(PLEASE PRINT)

Position Applied For <i>(Must be a current open position)</i>	Date of Application
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Last Name	First Name	Middle Name
Address	Street	City
		State
	Zip Code	
Telephone Numbers:	Home	Work
Drivers License #	State	

(Please Circle One)

- Are you at least 18 years of age? Yes No
(If no, you must provide required proof of your eligibility to work.)
- Have you ever filed an application with us before? *If yes, give date* _____ Yes No
- Have you ever been employed with us before? *If yes, give date* _____ Yes No
- Are you currently employed? Yes No
- May we contact your present employer about your qualifications and work history? Yes No
- May we contact your previous employer about your qualifications and work history? Yes No
- Are you a male between the ages of 18 and 26? Yes No
If yes, have you registered for military service? (Proof is required.)

Are you a citizen of the United States or are you legally authorized to work in the United States? Yes No
(Proof of citizenship or immigration status will be required prior to employment.)

Do you have any relative(s) employed by this municipality? Yes No
If yes, please provide relative's name and department and indicate your relationship to that person:

Have you been convicted on an offense other than a minor traffic violation? Yes No
If yes, please explain:

(A conviction does not mean you cannot be hired. The offense and how recently you were convicted will be evaluated in relation to the job for which you are applying.)

Have you ever used a name other than the one shown on this application? Yes No
If yes, please indicate name(s):

When would you be available to start work? _____

Where did you see or hear about this job opportunity? _____

EDUCATION

SCHOOL	NAME AND LOCATION	DATES ATTENDED	GRADUATE? YES or NO	MAJOR & DEGREE If Applicable
High School				
College or University				
Graduate or Professional				

Police applicants, please list previous employers and dates of employment if you have ever held a sworn position.

List any apprenticeships or vocational training.

List any professional registrations, licenses, or certifications.

List any other training, classes, or workshops you have attended that are related to the position applied for.

State any additional information you feel may be helpful to us in considering your application.

SPECIAL SKILLS AND QUALIFICATIONS

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

Have you ever had any job related training in the United States military? Yes No

If yes, please describe.

REFERENCES

Give name, address and telephone number of five (5) references who are not related to you and are not former employers.

EMPLOYMENT EXPERIENCE

Start with your present or last position. Include any military service assignments and self-employment. Also, account for any gaps in employment. You may attach additional sheets as necessary. Resumes are accepted.

Employer	Dates Employed		WORK PERFORMED
Address	From	To	
Telephone Numbers			
Job Title	Hrly Rate/Salary		
Supervisor	Starting	Final	
Reason for Leaving			

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Telephone Numbers			
Job Title	Hrly Rate/Salary		
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APPLICANT'S STATEMENT

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application and release of pertinent information to the City of Archdale as may be necessary in arriving at an employment decision. In the event of my employment, I understand that false or misleading information, given in my application or interview(s), may result in discharge. I understand, also that I am required to abide by all rules and regulations of the City of Archdale. I also understand that employment with the City of Archdale is contingent upon the successful completion of a background check, a drug test and a driver's record check. Successful completion of the drug test means a negative test was produced.

Sign: _____

Date: _____

FOR HUMAN RESOURCES USE ONLY

Arrange interview?

Yes No

Remarks:

Employed?

Yes No

Date of Employment _____

Salary _____

Job Title _____

Department _____

Authorized By:

Name and Title

Date