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Chowan County



Employment Application

INSTRUCTIONS: Applications must be completed, signed and dated to receive employment consideration. Applications not filled out completely will not be considered for employment. It is important that you fill out all sections of this application completely and to the best of your ability. Your application will be used as part of the examination process and therefore, should represent your best effort. PLEASE TYPE OR PRINT LEGIBLY.

I. Personal Data

Last Name _____ First Name _____ MI _____

Social Security Number _____ Birthdate _____ Phone _____

Street Address _____

City _____ State _____ Zip _____

Driver's License Number _____ Issued in What State _____ Date Issued _____ Expiration Date _____

CDL: Yes No Any Restrictions: _____

Citizenship: I certify that I am

_____ a U.S. citizen _____ a non-citizen with permanent work authorization _____ a non-citizen with renewable work authorization

Whom would you want notified in case of emergency?

Name _____ Relationship to you _____

Address _____

Phone _____

Have you ever worked for Chowan County? _____ If yes, when and in what capacity? _____

List all relatives presently employed by Chowan County by name and their relationship to you _____

II. Work Preferences

What position or type of work are you applying for? _____

Date available to start: _____

Are you seeking: _____ Full-time permanent _____ Part-time permanent _____ Temporary

III. Education

High School

Circle years completed 0 1 2 3 4 OR

GED Certificate Yes No

College University

Circle years completed 0 1 2 3 4 Graduated Yes No

Name of Colleges or University Attended (Name/City/State) Major Or Minor Date of Completion

Name of Colleges or University Attended (Name/City/State)	Major Or Minor	Date of Completion
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

IV. Employment History

List and describe work experience separately by title. Begin with your present position and work backwards. Be sure to account for gaps in your employment history. Related volunteer experience should also be listed. Experience may be paid or unpaid, full-time, part-time, or military. Describe all of your work experience thoroughly, indicating how it relates to the position for which you are applying. Failure to provide complete information may result in disqualification of your application, or termination of any future employment.

Currently

Employed By _____ Job Title _____

Address _____ Starting Salary _____

_____ Ending Salary _____

Phone _____ Date Employed _____ Date Separated _____

Name and Title of _____ Number of employees _____

Supervisor _____ supervised by you _____

Duties and Responsibilities _____

Reason for leaving _____

Can we contact your current employer YES NO

Employment History (cont'd)

Previously	Job
Employed by _____	Title _____
Address _____	Starting Salary _____
_____	Ending Salary _____
Phone _____	Date Employed _____ Date Separated _____
Name and Title of	Number of employees
Supervisor _____	supervised by you _____
Duties and Responsibilities _____	

Reason for leaving _____	

Previously	Job
Employed by _____	Title _____
Address _____	Starting Salary _____
_____	Ending Salary _____
Phone _____	Date Employed _____ Date Separated _____
Name and Title of	
Supervisor _____	
Duties and Responsibilities _____	

Reason for leaving _____	

May we contact the employers listed above? YES NO If not, indicate which one(s) you do not wish us to contact _____

List any addition field of work for which you are licensed, registered, or certified, giving date(s) and source(s) of issuance or any additional training _____

V. Personal References

Please provide the following information for four responsible persons, other than relatives or past employers, who can provide information about your ability, character, experience, personality and other qualities for the position for which you are applying. Include complete addresses and phone numbers.

1. Name _____ Phone _____

Address _____

How Acquainted _____ Years Acquainted _____

2. Name _____ Phone _____

Address _____

How Acquainted _____ Years Acquainted _____

3. Name _____ Phone _____

Address _____

How Acquainted _____ Years Acquainted _____

VI. General Information

Have you ever been convicted of an offense against the law other than a minor traffic violation or forfeited a bond? YES NO

If yes, please explain and include dates _____

Do you have any pending charges? YES NO If yes, please explain and include dates _____

Note: A criminal record will not necessarily exclude you from employment; such factors as age at time of offense, rehabilitation efforts, recency and seriousness of the offense will be taken into account.

For Law Enforcement, Communications and/or Detention positions, please answer the following:

Have you ever been arrested, issued a citation, or otherwise charged with a criminal offense or served with a Domestic Violence Protective Order in any jurisdiction? YES NO If yes, please explain and include dates _____

VII. Certification and Statement of Understanding

All the information provided by me, in this application or otherwise, is accurate and complete. I hereby give Chowan County permission to investigate any and all information herein or otherwise provide during the selection process. In addition, if appropriate for the position, I (A) authorize Chowan County to obtain a copy of my driving record from the Department of Motor Vehicles; (B) agree to undergo possible drug screening; agree to undergo any possible polygraph examination; and (D) agree to undergo any possible physical and/or psychological examination, if applicable, for position applied and credit report.

I fully understand that this application will be used only in conjunction with the position for which I am applying and that its completion neither assures me a position with the County nor obligates the County to me in any way.

I further understand that the failure to complete this application may render it void and that any misleading, incorrect statements, or omissions of material facts made during the selection process will subject me to disqualification, or if employed, result in my suspension or immediate discharge from employment with Chowan County. If employed, I will provide documentation establishing my identity and right to work in the United States. I agree to conform to the rules and regulations of the County or departments thereof.

I certify that I have read the foregoing statements and agree to the conditions stated therein.

Signed _____ Date _____