



City of Boiling Spring Lakes Employment Application

9 E. Boiling Spring Road - Boiling Spring Lakes, NC 28461
(910) 845-2614

Www.cityofbsl.org

CURRENT INFORMATION

Position Applied For _____ Date of Application _____

We welcome you as a prospective employee of the City of Boiling Spring Lakes. In order to be fairly considered, answer all questions completely and accurately. No information in this application is intended to be used for discriminatory purposes. A resume may be attached, but not substituted for requested information.

Name _____
Last First Middle

Present Address _____
Street Number & Name / PO Box City State Zip

Telephone _____
Home Cel

Email Address _____ Date Available For Work _____

GENERAL INFORMATION (Circle Yes or No and attach additional sheets if necessary.)

NOTE: Your responses to these questions will not necessarily exclude you from employment. The specific facts of the situation will be taken into consideration.

- Have you ever been employed with the City of Boiling Spring Lakes If yes, when and with What department? _____ YES NO
- Are you related by blood or marriage to any City of Boiling Spring Lakes employee? If Yes, give name, relationship and department _____ YES NO
- Have you ever been convicted of a offense against the law other than a minor traffic violation? If yes, explain. _____ YES NO
- If you are subject to Military Selection Service registration, certify compliance by initialing on this line _____
- Have you ever been disciplined by an employer for absenteeism or tardiness YES NO
- Have you ever been discharged or asked to resign by a former employer? If so what was the reason? _____ YES NO
- Driver's license number / state / expiration date _____

MILITARY HISTORY

• Have you ever served on active duty in the United States military? If yes, what branch _____ YES NO
 _____ Dates of Duty: From _____ To _____

• Are you presently in the reserves or have any other obligations? If yes, please explain YES NO

EDUCATION

Circle highest grade completed 7 8 9 10 11 12 GED College: 1 2 3 4

SCHOOLS	NAME/LOCATION	GRAD?	Major/Minor	Type Of Degree
		YES NO		
		YES NO		
		YES NO		
		YES NO		

Special training programs and seminars completed in the last five (5) years (list):

Licenses and certifications, especially those specific to job applied for (list with dates and sources):

Membership in professional, honorary, or technical organizations (list):

SKILLS

Circle the following skills, experience, etc., which you have:

CDL License: Type _____ Expiration _____
 Sign Language _____
 Foreign Language (specify) _____
 Adding Machine / Caculator _____
 Typing (specify WPM) _____
 Microsoft Word _____

Microsoft Excel _____
 Microsoft Access _____
 Microsoft Powerpoint _____
 MS Works _____
 Other Computer Skills (specify) _____

EMPLOYMENT HISTORY

Record your complete work history. Begin with your current or most recent employer. Attach additional information as necessary to account for your full employment record. Be sure to account for gaps in your employment history. Related volunteer experience should also be listed (NOTE your resume does not substitute for this section)

1- Current or Last Employer and Address:			
Job Title	Supervisor's Name	Telephone Number	# Supervised By you:
Date Employed (mo/yr)	Date Separated (mo/yr)	Full Time (yrs/mo)	Part Time (yrs/mo)
Starting Salary \$ _____ per	Ending / Current Salary \$ _____ per	Reason For Leaving	
List major duties in order of their importance in the job:			
May We Contact Employer		Yes	No
2- Employer and Address:			
Job Title	Supervisor's Name	Telephone Number	# Supervised By you:
Date Employed (mo/yr)	Date Separated (mo/yr)	Full Time (yrs/mo)	Part Time (yrs/mo)

Starting Salary \$ per	Ending Salary \$ per	Reason For Leaving	
List major duties in order of their importance in the job:			
May We Contact Employer		Yes	No
3- Employer and Address:			
Job Title	Supervisor's Name	Telephone Number	# Supervised By you:
Date Employed (mo/yr)	Date Separated (mo/yr)	Full Time (yrs/mo)	Part Time (yrs/mo)
Starting Salary \$ per	Ending Salary \$ per	Reason For Leaving	
List major duties in order of their importance in the job:			
May We Contact Employer		Yes	No

EMPLOYMENT HISTORY—(continued)

4- Employer and Address:			
Job Title	Supervisor's Name	Telephone Number	# Supervised By you:
Date Employed (mo/yr)	Date Separated (mo/yr)	Full Time (yrs/mo)	Part Time (yrs/mo)
Starting Salary \$ per	Ending / Current Salary \$ per	Reason For Leaving	
List major duties in order of their importance in the job:			
May We Contact Employer		Yes	No
5- Employer and Address:			

Job Title	Supervisor's Name	Telephone Number	# Supervised By you:
Date Employed (mo/yr)	Date Separated (mo/yr)	Full Time (yrs/mo)	Part Time (yrs/mo)
Starting Salary \$ per	Ending Salary \$ per	Reason For Leaving	
List major duties in order of their importance in the job:			
May We Contact Employer		Yes	No

REFERENCES

Please list people such as co-workers, teachers, friends, etc. who have knowledge of your qualifications for the position for which you are applying. Do not list family relatives. Unless they can no longer be reached at the address listed, do not list the names of the supervisors noted on your employment record.

Name	Address	Telephone #	Relationship To You
Name	Address	Telephone #	Relationship To You
Name	Address	Telephone #	Relationship To You

I certify that I have given true, accurate and complete information on this form to the best of my knowledge. In the event confirmation is needed in connection with my work, I authorize educational institutions, associations, registration and licensing boards and others to furnish whatever detail is available relating to my qualifications. I authorize investigations of all statements made in this application and understand that false information or documentation, or a failure to disclose relevant information may be grounds for rejection of my application, disciplinary action or dismissal if I am employed. In addition, I authorize the City of Boiling Spring Lakes to 1) require a pre-employment drug test as a condition of my employment, and 2) conduct a Court and Motor Vehicle Records investigation of my background. I understand that the information that I have disclosed in my application, or which I have given to a representative of the City of Boiling Spring Lakes in any other form, is very important to the City of Boiling Spring Lakes and it will rely heavily upon this information whether to hire me or not. To the best of my knowledge and belief, the information given truly represents my background and experience. I understand that if I have knowingly or neglectfully misrepresented, omitted or falsified any information on this application, or have made and changes to the format or wording of this form, I may be disqualified for employment considerations or dismissed from employment with the City of Boiling Spring Lakes.

Signature Of Applicant (unsigned applications will not be processed)

Date