TOWN OF CALABASH

Employment Application
# PERSONAL INFORMATION

**Date:**

**Telephone Number:**

**Name:**

**Social Security Number:**

**Present Address:**

**Permanent Address:**

**Position applying for:**

- Are you related by blood or marriage to any person employed by the Town?  
  - ☐ Yes  
  - ☐ No

- 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

- Are you currently employed?  
  - ☐ Yes  
  - ☐ No

- If employed presently, may we contact your present employer?  
  - ☐ Yes  
  - ☐ No

- Are you prevented from lawfully becoming employed in this country because of a Visa or Immigration Status?  
  - ☐ Yes  
  - ☐ No

  *(Proof of citizenship or immigration status will be required upon employment)*

- On what date would you be available to work?

- Are you available to work:  
  - ☐ Full time  
  - ☐ Part time  
  - ☐ Shift Work  
  - ☐ Temporary

- Are you currently on “lay-off” status and subject to recall?  
  - ☐ Yes  
  - ☐ No

- Can you travel if a job requires it?  
  - ☐ Yes  
  - ☐ No

- Have you been convicted of a felony within the last 7 years?  
  - ☐ Yes  
  - ☐ No

  *(Conviction will not necessarily disqualify an applicant from employment)*

- If yes, please explain:

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**WE ARE AN EQUAL OPPORTUNITY EMPLOYER**
**EMPLOYMENT EXPERIENCE**

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

<table>
<thead>
<tr>
<th>Employer</th>
<th>Dates Employed</th>
<th>Work Performed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>From</td>
<td>To</td>
</tr>
<tr>
<td>Telephone Number(s)</td>
<td>Hourly Rate/Salary</td>
<td></td>
</tr>
<tr>
<td>Job Title</td>
<td>Supervisor</td>
<td>Starting</td>
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WE ARE AN EQUAL OPPORTUNITY EMPLOYER
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:

________________________________________________________________________
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List special skills you may have or equipment you can operate:

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Additional Comments:

________________________________________________________________________
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EDUCATIONAL INFORMATION

<table>
<thead>
<tr>
<th>Name &amp; Location of School</th>
<th>Courses Studied</th>
<th>Years Completed</th>
<th>Did You Graduate?</th>
<th>List Type of Degree</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grammar</td>
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</tr>
<tr>
<td>High School</td>
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<tr>
<td>College</td>
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<td>Graduate</td>
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<tr>
<td>Other</td>
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If you did not graduate high school, what was the highest grade completed?
Have you passed the high school equivalency?

List any special courses you have taken related to the position you are applying for.

REFERENCE INFORMATION

List three individuals including addresses and phone numbers, who have known you for at least one (1) year. These individuals cannot be related to you.

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I authorize investigation of all statements contained in this application. I understand that misrepresentation or omission of facts is cause for dismissal. Further, I understand and agree that my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time without any previous notice.

_________________________  ___________________________
Signature                   Date

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