



# TOWN OF NAGS HEAD EMPLOYMENT APPLICATION

Human Resources Director  
Post Office Box 99  
5401 South Croatan Highway  
Nags Head, NC 27959  
Phone: 252-449-2007 Fax: 252-441-4680

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## PERSONAL DATA:

Name \_\_\_\_\_  
*Last First Middle*

Mailing Address \_\_\_\_\_  
*Street City State Zip*

Phone/other number where you can be reached \_\_\_\_\_

Email address: \_\_\_\_\_

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## AVAILABILITY:

When are you available to begin employment? \_\_\_\_\_

Type of Employment Desired:    Full-Time    Part-Time    Temporary    Seasonal

Position Applied For \_\_\_\_\_ Date of Application \_\_\_\_\_

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## EDUCATIONAL BACKGROUND:

| Name and Location | Years Completed | Did you graduate? | Course of Study |
|-------------------|-----------------|-------------------|-----------------|
| High School       |                 |                   |                 |
| College           |                 |                   |                 |
| Other             |                 |                   |                 |

If you did not graduate from high school, have you passed the High School Equivalency Test?    Yes    No

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## TRAINING:

List fields of work for which you are licensed, registered, or certified. Include date of issuance, state where license was issued, and license/registration/certificate number if applicable:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If position applied for calls for specific courses, indicate courses and credit received.

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**SKILLS:** Indicate skills, knowledge, and abilities in areas which relate to the position you are applying for.

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**REFERENCES:** List three persons who are not related to you who have definite knowledge of your qualifications for the position for which you are applying, such as co-workers, teachers, etc. **DO NOT** list supervisors you have listed elsewhere on this employment application.

| Name, Occupation, and Address | Telephone | Years Known |
|-------------------------------|-----------|-------------|
|                               |           |             |
|                               |           |             |
|                               |           |             |

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**GENERAL INFORMATION:**

Are you legally eligible to work in the United States?      Yes      No

Have you ever been convicted of a misdemeanor or a felony? (In North Carolina, a minor traffic offense not punishable by imprisonment is identified as an "infraction" and is not included in the question.)      Yes      No

If yes, please explain: \_\_\_\_\_

**NOTE:** A conviction record will not necessarily exclude you from employment. Factors such as age at time of offense, rehabilitation efforts, how recent was the offense, nature of the crime and type of job for which you are applying will be considered.

Do you have a valid driver's license?      Yes      No

Are you a former employee of the Town of Nags Head?      Yes      No

If yes, please indicate dates of employment and position \_\_\_\_\_

Are you subject to call for active military duty or training?      Yes      No

If yes, what form and when \_\_\_\_\_

**EMPLOYMENT HISTORY:** Use a separate section for each position. Describe in detail all work experience beginning with your present or most recent position.

|                                     |   |                          |
|-------------------------------------|---|--------------------------|
| Employer                            | Address                                   | Telephone                |
| Job Title                           | Name of Supervisor                        | No. Supervised by You    |
| Job Duties (be specific)            |   |                          |
| Date Employed (mo/yr)               | Full-time or part-time?                   | Full-time      Part-time |
| Date Separated (mo/yr)              | If part-time, no. of hours per week _____ |                          |
| Starting Salary: \$ _____ per _____ | Reason for leaving:                       |                          |
| Ending Salary: \$ _____ per _____   |   |                          |

|                                     |   |                          |
|-------------------------------------|---|--------------------------|
| Employer                            | Address                                   | Telephone                |
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| Date Separated (mo/yr)              | If part-time, no. of hours per week _____ |                          |
| Starting Salary: \$ _____ per _____ | Reason for leaving:                       |                          |
| Ending Salary: \$ _____ per _____   |   |                          |

|                                     |   |                          |
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| Employer                            | Address                                   | Telephone                |
| Job Title                           | Name of Supervisor                        | No. Supervised by You    |
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| Date Employed (mo/yr)               | Full-time or part-time?                   | Full-time      Part-time |
| Date Separated (mo/yr)              | If part-time, no. of hours per week _____ |                          |
| Starting Salary: \$ _____ per _____ | Reason for leaving:                       |                          |
| Ending Salary: \$ _____ per _____   |   |                          |

EMPLOYMENT HISTORY – (continued from previous page)

|                                     |   |                          |
|-------------------------------------|---|--------------------------|
| Employer                            | Address                                   | Telephone                |
| Job Title                           | Name of Supervisor                        | No. Supervised by You    |
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|                                     |   |                          |
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**CERTIFICATE OF APPLICANT**

It is understood and agreed that any misrepresentation by me in this application will be sufficient cause for cancellation of this application and/or separation from the employer's service if I have been employed. I further understand that this is an application for employment and that no employment contract is being offered. I understand that if I am employed, such employment is for no definite period of time and that the Town of Nags Head can change wages, benefits and conditions at any time.

I give the Employer the right to investigate all references and to secure additional information about me, if job related. I hereby release from liability the Employer and its representatives for seeking such information and all other persons, corporations or organizations for furnishing such information.

I have read and understand the above.

Signature of applicant \_\_\_\_\_ Date \_\_\_\_\_