

EDUCATION Select the highest grade you completed in school Did you graduate from high school? Yes No

1 2 3 4 5 6 7 8 9 10 11 12 Did you obtain a GED certificate? Yes No

Name and location of high school attended (Name / City, State)

Name(s) and locations of colleges or universities attended	Major/Minor Studies	Dates Attended From (mm/yy) - To (mm/yy)	Degree(s)	Graduation Date (mm/yy)

Professional certification or license related to the job for which you are applying

Title: _____ Expiration Date: _____

SPECIAL TRAINING

This space is for training or education that demonstrates specific qualifications for the particular job for which you are applying. The training or education may be full-time or part-time, apprenticeships, academic courses, seminars, or other types of training. Training schools, military schools, business colleges, or special courses pertinent to the position applied for should be included. Attach additional pages, if necessary. Attach transcripts, diploma, or certificate, if required by vacancy.

Name(s) and locations of colleges or universities attended	Major/Minor Studies	Dates Attended From (mm/yy) - To (mm/yy)	Degree(s)	Graduation Date (mm/yy)

EQUIPMENT SKILLS

List any special size and type of equipment you operate, including office, computers, vehicles, construction, etc.

PERSONAL REFERENCES
(do not list relatives or employers)

Name	Address	Occupation	Telephone

EXPERIENCE

List your most recent experience first. 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. Include MONTH and YEAR of your beginning and ending dates of employment or experience. Failure to provide complete information may result in disqualification of your application. A resume may be attached to supplement information, but may not substitute for completion of this section.

Date and Salary	Employer	Job Title, Description of Duties, Hours Worked, Reason for Leaving
Starting Date (mm/yy):	Name:	Title: _____ Hours Worked (per week): _____
Ending Date (mm/yy):	Address:	Duties: _____
Starting Salary:	Telephone:	_____
Ending Salary:	Supervisor's Name:	Reason for leaving: _____

Equipment Operated:

Date and Salary	Employer	Job Title, Description of Duties, Hours Worked, Reason for Leaving
Starting Date (mm/yy):	Name:	Title: _____ Hours Worked (per week): _____
Ending Date (mm/yy):	Address:	Duties: _____
Starting Salary:	Telephone:	_____
Ending Salary:	Supervisor's Name:	Reason for leaving: _____

Equipment Operated:

Date and Salary	Employer	Job Title, Description of Duties, Hours Worked, Reason for Leaving
Starting Date (mm/yy):	Name:	Title: _____ Hours Worked (per week): _____
Ending Date (mm/yy):	Address:	Duties: _____
Starting Salary:	Telephone:	_____
Ending Salary:	Supervisor's Name:	Reason for leaving: _____

Equipment Operated:

Date and Salary	Employer	Job Title, Description of Duties, Hours Worked, Reason for Leaving
Starting Date (mm/yy):	Name:	Title: _____ Hours Worked (per week): _____
Ending Date (mm/yy):	Address:	Duties: _____
Starting Salary:	Telephone:	_____
Ending Salary:	Supervisor's Name:	Reason for leaving: _____

Equipment Operated:

May we contact your current employer? Yes No

PERSONAL INFORMATION		YES	NO
1.	Can you provide proof of your identity and eligibility for employment in the United States?	<input type="checkbox"/>	<input type="checkbox"/>
2.	Are you currently employed by the Town of Rose Hill? (If yes, list department below)	<input type="checkbox"/>	<input type="checkbox"/>
3.	Have you ever been employed by the Town of Rose Hill? (If yes, please explain below)	<input type="checkbox"/>	<input type="checkbox"/>
4.	Have you ever been convicted of a crime? (misdemeanor, felony, or military court martial) or had any moving traffic violations within the past two years? Conviction does not necessarily disqualify candidates from employment consideration. If yes, list date, place, offense, and fine (or sentence) for each instance in space provided below.	<input type="checkbox"/>	<input type="checkbox"/>
5.	Do you have members of your household or relatives currently employed by the Town of Rose Hill? (If yes, provide the following information)	<input type="checkbox"/>	<input type="checkbox"/>
Name: _____ Relationship: _____ Department: _____			
Name: _____ Relationship: _____ Department: _____			

Explanatory Remarks (please indicate question number to which the answer(s) apply):

CONDITIONS OF EMPLOYMENT

Thank you for completing this application. You are urged to carefully the following conditions.

All the information provided by me on this application or otherwise is accurate and complete and hereby give the Town of Rose Hill permission to investigate any and all information contained here, or otherwise provided during the selection process. In addition, if appropriate for the position:

I (A) authorize the Rose Hill Police Department to provide my driving record from the Department of Motor Vehicles, (B) agree to submit to drug screening, (C) agree to undergo a polygraph examination, and (D) agree to participate in a physical and/or psychological examination.

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

I also understand that the failure to complete this application may render it void and that any misleading information, incorrect statements, or omissions of material facts during the selection process will make me subject to disqualification, or if hired, result in my suspension or immediate discharge from employment with the Town of Rose Hill. If employed, I will provide documentation establishing my identity and eligibility to work in the United States. I agree to conform to the rules and regulations of the Town of Rose Hill and departments contained therein. I fully understand that employment can be terminated for any reason deemed sufficient by the Town of Rose Hill.

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

Signature of Applicant

Date Signed

TOWN OF ROSE HILL
VOLUNTARY INFORMATION

The Town of Rose Hill does not discriminate based on race, ethnicity, gender, age, religious affiliation or disability.

This information is to be completed by applicant on a voluntary basis. The information will be used and kept confidential in accordance with applicable laws and regulations. The Town of Rose Hill will utilize the information to comply with requirements regarding government record keeping, reporting and other legal obligations which may apply for federal reporting purposes. This information is not shared with the hiring department.

We invite you to complete this applicant data survey. Providing this information is **STRICTLY VOLUNTARY**. Failure to complete this form will not subject you to any adverse personnel decisions or actions. Your cooperation is appreciated.

PLEASE PRINT

Applicant Information

Name _____ Telephone (____) _____
 Last First Middle

Address _____
 Street City State Zip Code

Male Female Date of Birth _____

Please check one of the following Equal Opportunity Identification Groups:

Caucasian (not of Hispanic origin) African American/Black (not of Hispanic Origin)

American Indian/Alaskan Native Asian/Pacific Islander

Hispanic

How did you become aware of this position?

Job information Line Job postings in our office

Newspaper Advertisement Friend or relative
List paper _____

Town of Rose Hill Employment Information

The Town of Rose Hill welcomes and appreciates your interest in employment with the Town. Outlined below is information describing the Town's employment process that will assist you in your application process.

Equal Employment Opportunity

As we strive to maintain a diverse workforce, the Town of Rose Hill encourages all qualified persons to apply without regard to race, ethnicity, gender, age, religious affiliation or disability.

Job Opening Information

A current listing of job openings is available on our job Information Line at (910) 289-3159. The Town of Rose Hill only accepts applications for specific open positions.

Employment Applications

Our employment application is designed to gather information to evaluate your qualifications for the position for which you are applying. If you wish to apply for more than one position, a separate application must be submitted for each position. A resume may be attached, but may not substitute for completing the application. The application is your introduction to the department so every effort should be made to make your application legible and complete.

The employment application and all related information requested should be received or post marked by the application deadline. Applications received after the application deadline will not be considered for the position. All information on the application is subject to verification.

Application Consideration

The application review process begins after the closing date for applications. Simply fulfilling the minimum qualifications for a position does not assure an interview. Candidates being offered an interview may not be contacted immediately following the closing date. Your patience in the process is appreciated.

Pre-employment Physical & Drug Screen

All new employees will be offered the position contingent on passing a pre-employment physical and drug screen. This free screening is provided by the Town of Rose Hill. Failure to pass the tests will disqualify you from further consideration for this position.

Pay and Benefits

The Town of Rose Hill offers a competitive salary package. Comprehensive benefits include health and life insurance as well as paid holidays, vacation and sick leave and a retirement package.

Verification of Employment Eligibility

Under the Immigration Reform and Control Act of 1986, all new hires will be required to provide appropriate documentation to establish identity and right to work in the United States.