



# **EDUCATION**

## **Provide your complete history**

(17) Indicate highest school year completed: (i.e. 8, 12, 16) \_\_\_\_\_

(18) Name of High School \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

(19) Have you received a high school diploma or equivalent? [ ] Yes [ ] No

| Education Beyond High School            | Name and Location | Attended From |     |     |     | Did You Graduate? | Credit Hours | Degree, Diploma, Certificate Earned or # of Yrs. | Major Minor |
|---|-------------------|---------------|-----|-----|-----|-------------------|--------------|--|-------------|
|   |                   | Mo.           | Yr. | Mo. | Yr. |                   |              |  |             |
| College(s)<br>University(ies)           |                   |               |     |     |     | Yes<br>No         |              |  |             |
| Graduate or Professional Schools        |                   |               |     |     |     | Yes<br>No         |              |  |             |
| Technical Institutes, Internship, Other |                   |               |     |     |     | Yes<br>No         |              |  |             |

# **KNOWLEDGE, SKILLS & ABILITIES**

(23) Please list any knowledge, skills, or abilities you have that you feel are applicable to the position for which you are applying. Include skills with equipment or machines you can operate. If you wish consideration for a secretarial/clerical position, indicate typing speed and word processing software packages known and/or used.

- (a) \_\_\_\_\_ (e) \_\_\_\_\_  
 (b) \_\_\_\_\_ (f) \_\_\_\_\_  
 (c) \_\_\_\_\_ (g) \_\_\_\_\_  
 (d) \_\_\_\_\_ (h) \_\_\_\_\_

# **REGISTRATIONS, LICENSES, CERTIFICATIONS**

(24) List fields of work for which you have been registered, licensed or certified:

Registration: \_\_\_\_\_ State: \_\_\_\_\_ No: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Registration: \_\_\_\_\_ State: \_\_\_\_\_ No: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Other: \_\_\_\_\_

(25) Please list your **VALID DRIVER'S LICENSE NUMBER** and the state in which it was issued. If you do not have a driver's license, please put "NONE" in the blank - **Number:** \_\_\_\_\_ **State:** \_\_\_\_\_

(26) Is your driver's license a Commercial Driver's License? [ ] Yes [ ] No  
 If YES, indicate the class \_\_\_\_\_

# EMPLOYMENT

Record your complete work history in the spaces below. If needed, additional sheets containing the same information and in the same format are acceptable. BEGIN with your current or most recent position. Include military and related volunteer experience. Be sure to account for gaps in your employment history. **ALL SPACES MUST BE COMPLETED OR MARKED N/A (not applicable).** "See attached resume" is NOT acceptable in the duties space.

## **A. CURRENT OR MOST RECENT EMPLOYMENT (or explain gap in employment)**

JOB TITLE \_\_\_\_\_ Starting Salary \_\_\_\_\_ Last Salary \_\_\_\_\_

Date employed \_\_\_\_\_ Date Separated \_\_\_\_\_

Employer or company \_\_\_\_\_ Telephone # (\_\_\_\_) \_\_\_\_\_

Employer or company address \_\_\_\_\_

Name and Title of most current supervisor \_\_\_\_\_

Full-time for: Yrs \_\_\_\_ Mos \_\_\_\_ Part-time for: Yrs \_\_\_\_ Mos \_\_\_\_ # of employees supervised by you \_\_\_\_\_

If you worked part-time, the number of hours worked per week \_\_\_\_\_

DUTIES IN ORDER OF IMPORTANCE \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

REASON FOR LEAVING or desiring a change \_\_\_\_\_

## **B. NEXT MOST RECENT EMPLOYMENT (or explain gap in employment)**

JOB TITLE \_\_\_\_\_ Starting Salary \_\_\_\_\_ Last Salary \_\_\_\_\_

Date employed \_\_\_\_\_ Date Separated \_\_\_\_\_

Employer or company \_\_\_\_\_ Telephone # (\_\_\_\_) \_\_\_\_\_

Employer or company address \_\_\_\_\_

Name and Title of most current supervisor \_\_\_\_\_

Full-time for: Yrs \_\_\_\_ Mos \_\_\_\_ Part-time for: Yrs \_\_\_\_ Mos \_\_\_\_ # of employees supervised by you \_\_\_\_\_

If you worked part-time, the number of hours worked per week \_\_\_\_\_

DUTIES IN ORDER OF IMPORTANCE \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

REASON FOR LEAVING \_\_\_\_\_

## **C. NEXT MOST RECENT EMPLOYMENT (or explain gap in employment)**

JOB TITLE \_\_\_\_\_ Starting Salary \_\_\_\_\_ Last Salary \_\_\_\_\_

Date employed \_\_\_\_\_ Date Separated \_\_\_\_\_

Employer or company \_\_\_\_\_ Telephone # (\_\_\_\_) \_\_\_\_\_

Employer or company address \_\_\_\_\_

Name and Title of most current supervisor \_\_\_\_\_

Full-time for: Yrs \_\_\_\_ Mos \_\_\_\_ Part-time for: Yrs \_\_\_\_ Mos \_\_\_\_ # of employees supervised by you \_\_\_\_\_

If you worked part-time, the number of hours worked per week \_\_\_\_\_

DUTIES IN ORDER OF IMPORTANCE \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

REASON FOR LEAVING \_\_\_\_\_

## **D. NEXT MOST RECENT EMPLOYMENT (or explain gap in employment)**

JOB TITLE \_\_\_\_\_ Starting Salary \_\_\_\_\_ Last Salary \_\_\_\_\_

Date employed \_\_\_\_\_ Date Separated \_\_\_\_\_

Employer or company \_\_\_\_\_ Telephone # (\_\_\_\_) \_\_\_\_\_

Employer or company address \_\_\_\_\_

Name and Title of most current supervisor \_\_\_\_\_

Full-time for: Yrs \_\_\_\_ Mos \_\_\_\_ Part-time for: Yrs \_\_\_\_ Mos \_\_\_\_ # of employees supervised by you \_\_\_\_\_

If you worked part-time, the number of hours worked per week \_\_\_\_\_

DUTIES IN ORDER OF IMPORTANCE \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

REASON FOR LEAVING \_\_\_\_\_

**E. NEXT MOST RECENT EMPLOYMENT (or explain gap in employment)**

JOB TITLE \_\_\_\_\_ Starting Salary \_\_\_\_\_ Last Salary \_\_\_\_\_  
Date employed \_\_\_\_\_ Date Separated \_\_\_\_\_  
Employer or company \_\_\_\_\_ Telephone # (\_\_\_\_) \_\_\_\_\_  
Employer or company address \_\_\_\_\_  
Name and Title of most current supervisor \_\_\_\_\_  
Full-time for: Yrs \_\_\_\_ Mos \_\_\_\_ Part-time for: Yrs \_\_\_\_ Mos \_\_\_\_ # of employees supervised by you \_\_\_\_\_  
If you worked part-time, the number of hours worked per week \_\_\_\_\_  
DUTIES IN ORDER OF IMPORTANCE \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

REASON FOR LEAVING \_\_\_\_\_

**F. NEXT MOST RECENT EMPLOYMENT (or explain gap in employment)**

JOB TITLE \_\_\_\_\_ Starting Salary \_\_\_\_\_ Last Salary \_\_\_\_\_  
Date employed \_\_\_\_\_ Date Separated \_\_\_\_\_  
Employer or company \_\_\_\_\_ Telephone # (\_\_\_\_) \_\_\_\_\_  
Employer or company address \_\_\_\_\_  
Name and Title of most current supervisor \_\_\_\_\_  
Full-time for: Yrs \_\_\_\_ Mos \_\_\_\_ Part-time for: Yrs \_\_\_\_ Mos \_\_\_\_ # of employees supervised by you \_\_\_\_\_  
If you worked part-time, the number of hours worked per week \_\_\_\_\_  
DUTIES IN ORDER OF IMPORTANCE \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

REASON FOR LEAVING \_\_\_\_\_

(27) Have you had disciplinary action taken against you in the past 12 months? ? [ ] Yes [ ] No  
If YES, explain under EXPLANATIONS. (A YES will not automatically disqualify you.)

(28) a.) Have you ever been dismissed or forced to resign from any job held? [ ] Yes [ ] No  
b.) Were you dismissed or forced to resign for disciplinary reasons? [ ] Yes [ ] No  
If YES to "a" or "b", explain under EXPLANATIONS. (A YES will not automatically disqualify you.)

(29) May we contact your present employer for reference prior to an interview (if granted)? [ ] Yes [ ] No  
If you are not currently employed, please check here N/A (\_\_\_\_). If NO, explain under EXPLANATIONS.

**EXPLANATIONS**

ITEM # \_\_\_\_\_ ---  
ITEM # \_\_\_\_\_ ---  
ITEM # \_\_\_\_\_ ---  
ITEM # \_\_\_\_\_ ---

**Certification and Release (MUST BE SIGNED AND DATED BELOW)**

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 negligently misrepresented, falsified or omitted any information during the application process, or have made any changes to the format or wording of this application form, I may be disqualified for employment consideration or dismissed from employment with the City. I authorize my current and former employers to give any information regarding me or my employment, whether or not it is on their records. I hereby release them from any damage whatsoever for issuing same. I also authorize educational institutions which I attended to reveal my scholastic ratings, as well as degrees or certificates earned, to the City of Havelock; and associations, registration and licensing boards and to others to furnish whatever detail is available concerning my qualifications. Notwithstanding any provision of State or Federal law, I expressly waive any right I have to review information the City receives from an employer or educational institution under a promise of confidentiality. I also permit the City of Havelock to conduct a Police, Court, Credit and/or Motor Vehicle Records Investigation of my background. I understand that if I apply or have applied for certain jobs, I may be tested for drug and alcohol use to determine if I am currently abusing these substances. I consent to the testing and understand that the results could preclude my appointment. I understand and acknowledge that should I be employed by the City of Havelock, then I serve "at will". This means that I may be terminated at any time. I further understand that this "at will" employment relationship may not be changed by any written document unless such change is specifically approved by the City Manager.

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

