

City of Creedmoor
EMPLOYMENT APPLICATION
P.O. Box 765 // 111 Masonic Street // Creedmoor, NC 27522
www.cityofcreedmoor.org



The City of Creedmoor is an equal opportunity employer. All applicants are considered without regard to race, color, religion, sex, national origin, age, marital or veteran status, disability, or any other legally protected status. Applications may be submitted at City Hall, mailed via USPS, faxed to (919) 528-3052, or emailed to hr@cityofcreedmoor.org.

Application Information

Date: _____ **Position for which you are applying:** _____ **Desired Compensation:** _____

Referral Source:
 Please indicate your referral source _____

Personal Data (All information must be completed for application to be considered)

Name: _____
 First Name Middle Name Last Name

Address: _____
 Street & Mailing Address

 City State Zip Code

Phone Numbers: _____
 Home Work Cell

Email Address: _____

With reasonable accommodation, are you able to perform the job duties of the position for which you are applying? Yes No

If you answered "No," list reasons here (attach additional pages if needed). _____

Are you related by blood or marriage to any person(s) now employed by the City of Creedmoor? Yes No

If you answered "Yes," list name and relationship (attach additional pages if needed). _____

Have you previously worked for the City of Creedmoor? Yes No

If you answered "Yes," list the dates and position you held (attach additional pages if needed). _____

Were you ever in the U.S. Military Service or other military organization? Yes No

If yes, was your discharge Honorable Dishonorable Uncharacterized General

Education

High School, City & State	Number of Full Years' Work Completed	Degree Awarded	Major / Field

University or College, City & State	Number of Full Years' Work Completed	Degree Awarded	Major / Field

If you did not graduate from High School, have you passed the General Education Development (GED) Test?

Yes

No

If you answered "Yes," when and where did you complete the GED?

Current Professional Status *(List fields of work for which you have been registered)*

Registration	_____	State	_____	No	_____
Registration	_____	State	_____	No	_____
Registration	_____	State	_____	No	_____

Memberships *(List memberships in professional, honorary, or technical societies)*

Licenses and Certifications *(List in order from those most applicable to the position for which you are applying to least applicable, along with date of certification, expiration date (if any), and source of issuance)*

Residences *(List addresses for the past ten (10) years beginning with present address)*

From Month/Year	To Month/Year	Street Address	City, State & Zip Code

Employment Information

Have you ever been discharged or requested to resign from any position?

Yes

No

If you answered "Yes," provide details (attach additional pages if needed).

In the course of employment, have you ever been disciplined or demoted?

Yes

No

If you answered "Yes," provide details (attach additional pages if needed).

Employment History (List all positions you have held, beginning with the most recent. If additional space is needed, attach the supplemental application pages.)

Current or Last Employer	Address
Job Title	Supervisor's Name Phone
Date Employed (MM/YYYY)	Reason for Leaving (or the Reason for Wanting to Leave) May We Contact?
Date Separated (MM/YYYY)	List major duties that demonstrate your competencies related to the position for which you are applying (do not state "see resume").
Starting Salary	
Ending or Current Salary	

Employer	Address
Job Title	Supervisor's Name Phone
Date Employed (MM/YYYY)	Reason for Leaving (or the Reason for Wanting to Leave) May We Contact?
Date Separated (MM/YYYY)	List major duties that demonstrate your competencies related to the position for which you are applying (do not state "see resume").
Starting Salary	
Ending Salary	

Employer	_____			Address	_____		
Job Title	_____		Supervisor's Name	_____		Phone	_____
Date Employed (MM/YYYY)	_____		Reason for Leaving	_____			
Date Separated (MM/YYYY)	_____		List major duties that demonstrate your competencies related to the position for which you are applying (do not state "see resume").				
Starting Salary	_____						
Ending Salary	_____						

Criminal Offense Record & License Information

Have you ever been convicted of a felony? Yes No

If you answered "Yes," provide detail (attach additional pages if needed).

Have you ever been placed on probation? Yes No

If you answered "Yes," provide detail (attach additional pages if needed).

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

Number _____ State Issued By _____ Expiration Date _____

Do you possess a CDL? Yes No

If you answered "Yes," list endorsements.

Has your license ever been suspended or revoked, or have your driving privileges ever been restricted? Yes No

If you answered "Yes", provide detail.

If your license had been suspended or revoked, has it been restored? Yes No

If you answered "Yes," provide date.

Briefly explain why you are most interested in this position.

Professional References

Name	Title	Company/Organization	Phone	Email

Notice to Applicants

Prior to an offer of employment being extended to sworn law enforcement applicants, a thorough background check, credit check, and criminal record check will be conducted. Upon a job offer being extended and accepted, sworn law enforcement candidates may be required to participate in a physical exam, psychological exam, and substance abuse screening.

Upon a job offer being extended to and accepted by non-sworn law enforcement applicants, a thorough background check (possibly including a credit check and/or criminal record check for specific positions), physical exam (for specific positions only), and substance abuse screening will be conducted. Credit checks are conducted for positions that handle funds and have certain other responsibilities.

Applicant Certification

I hereby certify that every statement made on this form is true and complete and that I understand any misstatement or omission of information will subject me to disqualification or dismissal.

I authorize the City to obtain information regarding my employment, together with any information regarding me whether or not it is in my records. I hereby release the City from any liability whatsoever for disclosing same. I understand a thorough background check, criminal record check, credit check, and/or other related checks will be conducted.

Employment with the City of Creedmoor is on an “at-will” basis and is for no definite period and may, regardless of the date or method of payment of wages or salary, be terminated at any time with or without cause. Other than the City Manager, no department director, supervisor, or other person, irrespective of title or position, has authority to alter the at-will status of any employment or to enter into any employment contract for a definite period of time with anyone. Any agreement altering at-will status must be in writing and signed by the City Manager.

This application is not an offer of employment nor should it lead to an expectation of employment.

<i>Applicant Signature</i>	<i>Date</i>

Applicants: Complete and submit this page only if additional space is required.

Employer	_____	Address	_____
Job Title	_____	Supervisor's Name	_____ Phone _____
Date Employed (MM/YYYY)	_____	Reason for Leaving	_____
Date Separated (MM/YYYY)	_____	List major duties that demonstrate your competencies related to the position for which you are applying (do not state "see resume").	
Starting Salary	_____		
Ending or Current Salary	_____		

Employer	_____	Address	_____
Job Title	_____	Supervisor's Name	_____ Phone _____
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