



Updated: 12/10/2022

Town of Carthage

EMPLOYMENT APPLICATION

An Equal Opportunity/Affirmative Action Employer

Applications will be accepted only for positions for which the Town is recruiting and may be hand delivered or mailed to 4396 Highway 15-501, Carthage, NC 28327 or emailed to townclerk@townofcarthage.org.

Fill out all sections COMPLETELY and to the best of your ability. Your application will be used as part of the examination process and, therefore, should represent your best effort. Unsigned, or incomplete applications will not be considered. Once submitted, application materials become the property of the Town. An application must be received by 5 pm on the closing date posted to ensure consideration. Photocopied applications must have an original signature and current date. If a position is posted as "may close without notice," APPLY IMMEDIATELY.

CURRENT INFORMATION

Position Applying for: _____ Date of Application: _____

Date You Are Available to Start Work? ☐ Immediately ☐ 2 Weeks ☐ Other: _____

Type of work you are seeking. ☐ Regular Full Time ☐ Regular Part Time ☐ Temporary/Prefer Regular ☐ Temporary Only

LAST Name	FIRST Name	MIDDLE Name
MAILING Address	CITY, STATE, ZIP	Are You 18 years old or older? ☐ Yes ☐ No If not, what is your date of birth? _____
HOME / CELL Phone	BUSINESS Phone	EMAIL Address

GENERAL INFORMATION

(If you need to explain any answer, please use the space under the section labeled EXPLANATIONS on page five (5) of this application.)

Apart from absences for religious observances, please check all conditions that you are willing to accept.

OCCASIONAL	☐ Night Work	☐ Weekend Work	☐ Overtime	☐ Rotating Shifts	☐ On-Call
REGULAR	☐ Night Work	☐ Weekend Work	☐ Overtime	☐ Rotating Shifts	☐ On-Call
FREQUENT	☐ Night Work	☐ Weekend Work	☐ Overtime	☐ Rotating Shifts	☐ On-Call

1. Have you ever been employed with the Town of Carthage? ☐ Yes ☐ No

If YES, what department and when? _____

2. Have you applied to the Town before? ☐ Yes ☐ No

If YES, give name, relationship, and department: _____

3. Are you willing to accept a salary within the advertised normal starting salary range? ☐ Yes ☐ No

4. Are you now or were you previously related in any way to a Town employee? ☐ Yes ☐ No

If YES, what position and when? _____

5. Are you able to perform all of the duties of the job you have applied for? ☐ Yes ☐ No

6. Are you an American citizen or do you currently have authorization to work in the U.S.? ☐ Yes ☐ No

7. Did you receive any of your education or employment experience under another name? ☐ Yes ☐ No

(If YES, please explain under the EXPLANATIONS section.)

EDUCATION *(Please provide your complete history)*

	Name & Location of Institution	Years Attended MM/YYYY	Did You Graduate	Degree/Diploma/ Certificate Earned or # of Years	Major / Minor
High School		From _____ To _____	☐ Yes ☐ No		
College(s) University(ies)		From _____ To _____	☐ Yes ☐ No		
Graduate or Professional Schools		From _____ To _____	☐ Yes ☐ No		
Technical Institutes, Internship, Other		From _____ To _____	☐ Yes ☐ No		

KNOWLEDGE, SKILLS & ABILITIES

8. 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. Also indicate any software applications with which you have skill.

a. _____
b. _____
c. _____
d. _____

e. _____
f. _____
g. _____
h. _____

REGISTRATIONS, LICENSES, CERTIFICATIONS

9. List fields of work for which you have been registered, licensed, or certified:

Registration: _____ State: _____ No: _____ Exp. Date: _____
 Registration: _____ State: _____ No: _____ Exp. Date: _____
 Other: _____

10. Please list your VALID DRIVER'S LICENSE NUMBER and the state in which it was issued.

DL# _____ State: _____ Is it a Commercial License? ☐ Yes ☐ No If yes, Class: _____

EMPLOYMENT / EXPERIENCE

11. Have you had disciplinary action taken against you in the past 12 months? ☐ Yes ☐ No

(If yes, please explain under the EXPLANATIONS section.)

12. Have you ever been dismissed or forced to resign from any job held? ☐ Yes ☐ No

If so, was it for disciplinary reasons? ☐ Yes ☐ No *(If you answered "Yes" to either question, please write an explanation.)*

13. May we contact your present employer for a reference prior to granting an interview? ☐ Yes ☐ No ☐ Not employed

(If you answered "Yes", please write an explanation under the EXPLANATIONS section.)

EMPLOYMENT / EXPERIENCE (continued)

Record your complete work history in the spaces below. If needed, additional sheets containing the same information, 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	Ending Salary
Employer or Company	Date Employed	Date Separated
Employer or Company Address	Phone Number	☐ FT ☐ PT <i>If PT, # hours worked per week?</i> _____
Name & Title of Most Current Supervisor	Worked FT? ____yrs ____mo	Worked PT? ____yrs ____mo # Supervised by You
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	Ending Salary
Employer or Company	Date Employed	Date Separated
Employer or Company Address	Phone Number	☐ FT ☐ PT <i>If PT, # hours worked per week?</i> _____
Name & Title of Most Current Supervisor	Worked FT? ____yrs ____mo	Worked PT? ____yrs ____mo # Supervised by You
Duties In Order of Importance _____ _____		
Reason for Leaving or Desiring a Change _____		

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

Job Title	Starting Salary	Ending Salary
Employer or Company	Date Employed	Date Separated
Employer or Company Address	Phone Number	☐ FT ☐ PT <i>If PT, # hours worked per week?</i> _____
Name & Title of Most Current Supervisor	Worked FT? ____yrs ____mo	Worked PT? ____yrs ____mo # Supervised by You
Duties In Order of Importance _____ _____		
Reason for Leaving or Desiring a Change _____		

EMPLOYMENT / EXPERIENCE (continued)

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

Job Title	Starting Salary	Ending Salary
Employer or Company	Date Employed	Date Separated
Employer or Company Address	Phone Number	☐ FT ☐ PT If PT, # hours worked per week? _____
Name & Title of Most Current Supervisor	Worked FT? ____yrs ____mo	Worked PT? ____yrs ____mo # Supervised by You
Duties In Order of Importance _____ _____		
Reason for Leaving or Desiring a Change _____		

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

Job Title	Starting Salary	Ending Salary
Employer or Company	Date Employed	Date Separated
Employer or Company Address	Phone Number	☐ FT ☐ PT If PT, # hours worked per week? _____
Name & Title of Most Current Supervisor	Worked FT? ____yrs ____mo	Worked PT? ____yrs ____mo # Supervised by You
Duties In Order of Importance _____ _____		
Reason for Leaving or Desiring a Change _____		

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

Job Title	Starting Salary	Ending Salary
Employer or Company	Date Employed	Date Separated
Employer or Company Address	Phone Number	☐ FT ☐ PT If PT, # hours worked per week? _____
Name & Title of Most Current Supervisor	Worked FT? ____yrs ____mo	Worked PT? ____yrs ____mo # Supervised by You
Duties In Order of Importance _____ _____		
Reason for Leaving or Desiring a Change _____		

ADD ADDITIONAL SHEETS IF NECESSARY

EXPLANATIONS

Item #: _____

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 Town.
- 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 Town; 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 Town receives from an employer or educational institution under a promise of confidentiality.
- I also permit the Town to conduct a Police, Court, Credit and/or Motor Vehicle Records Investigation of my background where related to the job for which I am applying.
- 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 using or 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 Town, 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 Town Manager

Signature of Applicant

Date

APPLICATION SUPPLEMENTAL QUESTIONS

Responses to the following supplemental questions are required, preferably 250 words or less for each question:

1. Describe the size and functions of the law-enforcement organization you have led and your scope of authority for personnel, discipline, budget, policy and operations.
2. Give one example of preparing a police organization for population, development or service-demand growth. What data did you use and what changed?
3. Describe a measurable recruitment, retention, supervision-development or succession-planning result you led.
4. Describe a difficult professional-standards, accountability or community-trust issue you managed. What was your role, process and outcome?
5. Describe your experience with budgets, capital planning, grants, technology, accreditation or structured policy review.
6. List your current law-enforcement certification, highest degree, advanced certificate, and executive programs such as AOMP, FBI National Academy, SPI or FBI-LEEDA.
7. Can you meet North Carolina certification requirements and the Town's lawful pre-employment requirements? Identify any timing issue without providing medical or protected information.