



Application For Employment

Town of Landis, North Carolina

312 S Main St
Landis, NC 28088
704-857-2411

In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, age, disability, religion, sex, familial status, sexual orientation and reprisal. (Not all prohibited bases apply to all programs).

PLEASE PRINT

Position Applied For:	Department:
North Carolina Driver's License (if applicable):	Date of Application:

Last Name	First Name	Middle Name		
Address	Number & Street or P.O. Box	City	State	Zip Code
Telephone Number(s)	Email			

Best time to contact you: _____ am/pm

Have you filed an application with us before? If Yes, give date _____ ☐ Yes ☐ No

Have you ever been employed with us before? If Yes, give date _____ ☐ Yes ☐ No

Do any of your friends or relatives work here? ☐ Yes ☐ No

If Yes, state name and relationship _____

Are you currently employed? ☐ Yes ☐ No

May we contact your present employer? ☐ Yes ☐ No

Date available for work _____ Salary range desired _____

Are you available to work ☐ Full Time ☐ Part Time ☐ Temporary

Have you ever been convicted of a felony offense? (A "yes" answer will not automatically disqualify you from employment) ☐ Yes ☐ No

Have you ever been convicted of a traffic offense? (Answer if applying for a position that requires a driver's license) ☐ Yes ☐ No

For each conviction, please list (use additional sheet(s) if necessary):

Date	Offense	City/State	Disposition

NOTE: A conviction record will not necessarily exclude you from employment. Factors such as age at time of offense, rehabilitation efforts, how recent the offense was, and nature of the offense will be taken into consideration.

Note to applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.
Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the activities involved in the job or occupation for which you have applied? A review of the activities involved in such a job or occupation has been given. ☐ Yes ☐ No

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

Employment History

(Start with present or last job. Include any job-related military service assignments and volunteer activities. Exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.)

EMPLOYER _____ DUTIES: _____
Your job title _____
From _____ To _____
Address _____
Telephone _____
Supervisor _____
Starting Salary _____ Ending _____ May we contact ☐ Yes ☐ No
Reason for leaving _____

EMPLOYER _____ DUTIES: _____
Your job title _____
From _____ To _____
Address _____
Telephone _____
Supervisor _____
Starting Salary _____ Ending _____ May we contact ☐ Yes ☐ No
Reason for leaving _____

EMPLOYER _____ DUTIES: _____
Your job title _____
From _____ To _____
Address _____
Telephone _____
Supervisor _____
Starting Salary _____ Ending _____ May we contact ☐ Yes ☐ No
Reason for leaving _____

EMPLOYER _____ DUTIES: _____
Your job title _____
From _____ To _____
Address _____
Telephone _____
Supervisor _____
Starting Salary _____ Ending _____ May we contact ☐ Yes ☐ No
Reason for leaving _____

Education

School	Name and Address of School	Course of Study	No. of Years Completed	Diploma/ Degree
High School				
Technical, Business, or Trade School				
College(s)				
Graduate School				

Skills, Certifications, Additional Information

Please list any skills, abilities, special certifications, licenses, special training, or courses you have had that you feel are applicable to the position for which you are applying. Include skills with equipment or machines you operate. If you wish consideration for clerical positions, indicate speeds for typing, computer software experience, etc. State any additional information you feel may be helpful to us in considering your application, including any job related training in the U.S. Military. Include professional affiliations and memberships.

References

List four persons who are not related to you and who have knowledge of your qualifications and fitness for the position for which you are applying. Do not include past supervisors.

Name	Business/Occupation	Address	Telephone

Conditions of Employment Statement

I certify that the information I have provided on my application is complete and accurate and give the Town of Landis the right to investigate all information given and to secure additional appropriate information if necessary. In accordance with the law and my understanding of this statement, I authorize my current and former employers to give any information regarding my employment and hereby release from all liability all persons, companies, or corporations furnishing such information in good faith.

I understand and acknowledge that any employment relationship with the Town of Landis is of an “*at will*” nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this “*at will*” employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of the Town of Landis. Additionally, the completed application is not a contract or guarantee of employment.

I further understand that any misleading or incorrect statements or the failure to complete any part of this application not prohibited by law may render this application void and if employed, could be cause for immediate discharge. Also, I understand that if employed I would be required to abide by all rules and regulations of the Employer.

It is the policy of the Town of Landis to ensure that its employees are free from the effects of alcohol and drugs. I understand that all applicants selected for employment must satisfactorily pass a drug-screening test. Those applicants with a confirmed positive test for drugs/alcohol will not be hired.

APPLICANT'S SIGNATURE

DATE

Please make sure you have filled 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. Once submitted, application materials become property of the Town. An application must be received in Human Resources by 5pm on the closing date posted to ensure consideration.



COMPLETED APPLICATIONS MUST BE RETURNED TO:
Town of Landis
Human Resources Department
Location: 312 S Main ST Landis, NC 28088