

EDUCATION

Provide your complete history

(17) Indicate highest school year completed: (i.e. 8, 12) _____

(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				Graduate Y / N	Credit Hours	Degree, Diploma, Certificate Earned or # of Yrs.	Major Minor
		Start Month/Year		Finished Month/Year					
College / University						Yes ____ No ____			
Graduate or Professional Schools						Yes ____ No ____			
Technical Institutes, Internship, Other						Yes ____ No ____			

KNOWLEDGE, SKILLS & ABILITIES

(20) 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

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

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

(22) Please list your **VALID DRIVERS 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: _____

(23) Is your driver license a Commercial Drivers License? _____ Yes _____ No If YES, indicate class: _____

EMPLOYMENT

Record your complete work history in the spaces below. If needed, additional sheets containing the same information/format are acceptable. BEGIN with your current/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 _____

Employer or company _____ Date employed _____ Date Separated _____

Employer or company address _____

Name and Title of most current supervisor _____ Telephone # (____) _____

Full-time for: Yrs ____ Mos ____ Part-time for: Yrs ____ Mos ____ # of employees supervised by you _____

Duties in order of importance:

Reason for leaving: _____

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

JOB TITLE _____ Starting Salary _____ Last Salary _____

Employer or company _____ Date employed _____ Date Separated _____

Employer or company address _____

Name and Title of most current supervisor _____ Telephone # (____) _____

Full-time for: Yrs ____ Mos ____ Part-time for: Yrs ____ Mos ____ # of employees supervised by you _____

Duties in order of importance:

Reason for leaving: _____

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

JOB TITLE _____ Starting Salary _____ Last Salary _____

Employer or company _____ Date employed _____ Date Separated _____

Employer or company address _____

Name and Title of most current supervisor _____ Telephone # (____) _____

Full-time for: Yrs ____ Mos ____ Part-time for: Yrs ____ Mos ____ # of employees supervised by you _____

Duties in order of importance:

Reason for leaving: _____

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

JOB TITLE _____ Starting Salary _____ Last Salary _____
 Employer or company _____ Date employed _____ Date Separated _____
 Employer or company address _____
 Name and Title of most current supervisor _____ Telephone # (____) _____
 Full-time for: Yrs ____ Mos ____ Part-time for: Yrs ____ Mos ____ # of employees supervised by you _____

Duties in order of importance:

Reason for leaving: _____

- (24) 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)
- (25) Have you ever been dismissed or forced to resign from any job held? Yes No
 a.) Were you dismissed or forced to resign for disciplinary reasons? Yes No
 If YES for either question, explain under EXPLANATIONS. (A YES will not automatically disqualify you)
- (26) 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 # _____

REFERENCES

NAME	ADDRESS	PHONE

Certification and Release (must sign and date 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/certificates earned, to the Town of Farmville; and associations, registration and licensing boards and 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 of Farmville 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 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 of Farmville, 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 or by conduct unless such change is specifically approved by the Town Manager.

SIGNATURE: _____

DATE: _____

The Town of Farmville is an Equal Employment Opportunity (EEO)/Affirmative Action (AA) Employer.
 Town of Farmville Participates in E-Verify

