



TOWN OF PLEASANT GARDEN EMPLOYMENT APPLICATION

The Town of Pleasant Garden is an Equal Employment Opportunity Employer

Administrative Assistant/Events Coordinator

APPLICANT DATA: *(please print legibly)*

Full Name: _____
Last First Middle

Address: _____

Phone: *(Home)* _____ *(Cell or other)* _____

E-Mail Address: _____

If selected for an interview, you will be asked to provide your Social Security number, driver's license number and date of birth in order to conduct a criminal history background check.

Have you ever worked for municipal or county government? Yes ___ No ___
If yes, list municipality/county and the dates _____

Are you a citizen of the United States? Yes _____ No _____

If not, do you have a legal work permit? Yes _____ No _____

Have you ever pled "guilty" or "no contest" to criminal charges or been convicted of a crime? Yes ___ No ___

If yes, gave dates and details: _____

Answering "yes" to this question does not constitute an automatic rejection for employment. Date of the offense, seriousness and nature of the violation, and rehabilitation will be considered.

Date available to start: _____ **Salary Requirements:** _____

How did you learn of this position? _____

Why are you interested in this position? _____

EDUCATION:

High School: _____

Address: _____

Did you graduate? Yes ____ No ____

If no, do you have a GED? Yes ____ No ____

College/University: _____

Address: _____

Number of Years Completed: ____ **Did you graduate?** Yes ____ No ____

Degree earned _____

Other pertinent training or schooling: _____

Summarize your special skills and/or qualifications for this position: _____

COMPUTER, OFFICE AND OTHER SKILLS AND EXPERIENCE

Please indicate your skill and/or experience level with the following:

Typing/keyboarding: Proficient ____ Average ____ None ____

Microsoft Windows: Proficient ____ Average ____ None ____

Microsoft Word: Proficient ____ Average ____ None ____

Outlook: Proficient ____ Average ____ None ____

Excel: Proficient ____ Average ____ None ____

PowerPoint: Proficient ____ Average ____ None ____

Website management Proficient ____ Average ____ None ____

Fax machine: Proficient ____ Average ____ None ____

Copier: Proficient ____ Average ____ None ____

Postage meter: Proficient ____ Average ____ None ____

Special events planning: Proficient ____ Average ____ None ____

Accounting: Proficient ____ Average ____ None ____

PREVIOUS EMPLOYMENT: *(List your last three positions, beginning with most recent.)*

Date of Employment: From _____ to _____ **Position(s) held** _____

Firm: _____

Address: _____

Phone: _____ **Supervisor:** _____

Responsibilities: _____

Reason for Leaving: _____

May we contact this employer for a reference? Yes ____ No ____

Date of Employment: From _____ to _____ **Position(s) held** _____

Firm: _____

Address: _____

Phone: _____ **Supervisor:** _____

Responsibilities: _____

Reason for Leaving: _____

May we contact this employer for a reference? Yes ____ No ____

Date of Employment: From _____ to _____ **Position(s) held** _____

Firm: _____

Address: _____

Phone: _____ **Supervisor:** _____

Responsibilities: _____

Reason for Leaving: _____

May we contact this employer for a reference? Yes ____ No ____

REFERENCES:

Please furnish the names, addresses and telephone numbers of two people to whom you are not related and by whom you have not been employed.

Name _____ Phone _____

Address _____

Name _____ Phone _____

Address _____

**PLEASE ATTACH A COPY OF YOUR MOST RECENT RESUME
IF YOU HAVE NOT ALREADY PROVIDED IT.**

A criminal background check will be conducted before an offer of employment is made. Employment with the Town of Pleasant Garden is contingent upon the successful completion of a drug screening test to be administered after an offer of employment is made. Successful completion of the test means that the person tested negative for illegal drugs or substance abuse.

*** * * * ***

I certify that my answers are true and complete to the best of my knowledge. I authorize the Town of Pleasant Garden to make such investigations and inquiries of my personal, employment, educational, and financial history and other related matters as may be necessary for an employment decision. I hereby release employers, schools, and/or persons from all liability when responding to inquiries in connection with my application.

In the event I am employed by the Town of Pleasant Garden, I understand that false or misleading information given in my application or interviews may result in discharge.

Signature of Applicant _____

Date _____

Applications can be hand-delivered to Town Hall/Kirkman Municipal Building at 4920 Alliance Church Road, mailed to PO Box 307, Pleasant Garden, NC 27313, emailed to townclerk@pleasantgarden.net or faxed to 336-674-0923. The town must receive the original of this signature page.

For office use only

Application received by _____

Date _____