

## An Equal Opportunity/Affirmative Action Employer

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 in Town Hall by 5 pm on the closing date posted to ensure consideration. The Town does **not** accept FAXED applications. Photocopied applications must have an original signature and current date. If a position is posted as "may close without notice," **APPLY IMMEDIATELY.**

(1) POSITION TITLE \_\_\_\_\_ DATE: \_\_\_\_\_

(2) When will you be available for employment? (i.e. immediately, 2 weeks notice)\_\_\_\_\_

(3) Are you seeking      [ ] Full-time regular      [ ] Part-time regular      [ ] Temp./prefer regular    [ ] Temporary Only

(4) NAME: \_\_\_\_\_  
                                (Last)                                 (First)                                 (Middle)

(5) ADDRESS: \_\_\_\_\_  
                                Street & No. or P.O. Box                                 Town                                 State                                 Zip

(6) HOME TEL # (       ) \_\_\_\_\_ BUS. TELEPHONE # (       ) \_\_\_\_\_  
  
MOBILE TEL# \_\_\_\_\_ E-MAIL ADDRESS \_\_\_\_\_

(7) Are you 18 or older? [ ] Yes [ ] No If NO, what is your birth date? \_\_\_\_\_

If you need to explain any answer, use the space under EXPLANATIONS near the end of this application.

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"

(10) Have you applied to the Town of Sharpsburg before? ☐ Yes ☐ No  
If YES, indicate what position and when:

(12) Are you now or were you previously related in any way to a Town employee? [ ] Yes [ ] No  
If YES, give name, relationship and department: \_\_\_\_\_

15) Did you receive any of your education or employment experience under another name? [ ] Yes [ ] No  
If YES, please explain under EXPLANATIONS.

## **EDUCATION**

### **Provide your complete history**

(16) Indicate highest school year completed: (i.e. 8, 12, 16) \_\_\_\_\_

(17) Name of High School \_\_\_\_\_ Town \_\_\_\_\_ State \_\_\_\_\_

(18) Have you received a high school diploma or equivalent?    ☐ Yes    ☐ No

Education Beyond High School	Name and Location	Attended From				Did You Graduate?	Credit Hours	Degree, Diploma, Certificate Earned or # of Yrs.	Major Minor
		Mo.	Yr.	Mo.	Yr.				
College(s) University(ies)						Yes No			
Graduate or Professional Schools						Yes No			
Technical Institutes, Internship, Other						Yes No			

## **KNOWLEDGE, SKILLS & ABILITIES**

(23) 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**

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

Registration: \_\_\_\_\_ State: \_\_\_\_\_ No: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Registration: \_\_\_\_\_ State: \_\_\_\_\_ No: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Other: \_\_\_\_\_

(25) Please list your **VALID DRIVER'S 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:** \_\_\_\_\_

(26) Is your driver's license a Commercial Driver's License?    ☐ Yes    ☐ No

If YES, indicate the class \_\_\_\_\_

# EMPLOYMENT

Record your complete work history in the spaces below. If needed, additional sheets containing the same information and 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 \_\_\_\_\_ Last Salary \_\_\_\_\_  
Date employed \_\_\_\_\_ Date Separated \_\_\_\_\_  
Employer or company \_\_\_\_\_ Telephone # ( ) \_\_\_\_\_  
Employer or company address \_\_\_\_\_  
Name and Title of most current supervisor \_\_\_\_\_  
Full-time for: Yrs \_\_\_\_\_ Mos \_\_\_\_\_ Part-time for: Yrs \_\_\_\_\_ Mos \_\_\_\_\_ # of employees supervised by you \_\_\_\_\_  
If you worked part-time, the number of hours worked per week \_\_\_\_\_  
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 \_\_\_\_\_ Last Salary \_\_\_\_\_  
Date employed \_\_\_\_\_ Date Separated \_\_\_\_\_  
Employer or company \_\_\_\_\_ Telephone # ( ) \_\_\_\_\_  
Employer or company address \_\_\_\_\_  
Name and Title of most current supervisor \_\_\_\_\_  
Full-time for: Yrs \_\_\_\_\_ Mos \_\_\_\_\_ Part-time for: Yrs \_\_\_\_\_ Mos \_\_\_\_\_ # of employees supervised by you \_\_\_\_\_  
If you worked part-time, the number of hours worked per week \_\_\_\_\_  
DUTIES IN ORDER OF IMPORTANCE \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

REASON FOR LEAVING \_\_\_\_\_

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

JOB TITLE \_\_\_\_\_ Starting Salary \_\_\_\_\_ Last Salary \_\_\_\_\_  
Date employed \_\_\_\_\_ Date Separated \_\_\_\_\_  
Employer or company \_\_\_\_\_ Telephone # ( ) \_\_\_\_\_  
Employer or company address \_\_\_\_\_  
Name and Title of most current supervisor \_\_\_\_\_  
Full-time for: Yrs \_\_\_\_\_ Mos \_\_\_\_\_ Part-time for: Yrs \_\_\_\_\_ Mos \_\_\_\_\_ # of employees supervised by you \_\_\_\_\_  
If you worked part-time, the number of hours worked per week \_\_\_\_\_  
DUTIES IN ORDER OF IMPORTANCE \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

REASON FOR LEAVING \_\_\_\_\_

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

JOB TITLE \_\_\_\_\_ Starting Salary \_\_\_\_\_ Last Salary \_\_\_\_\_  
Date employed \_\_\_\_\_ Date Separated \_\_\_\_\_  
Employer or company \_\_\_\_\_ Telephone # ( ) \_\_\_\_\_  
Employer or company address \_\_\_\_\_  
Name and Title of most current supervisor \_\_\_\_\_  
Full-time for: Yrs \_\_\_\_\_ Mos \_\_\_\_\_ Part-time for: Yrs \_\_\_\_\_ Mos \_\_\_\_\_ # of employees supervised by you \_\_\_\_\_  
If you worked part-time, the number of hours worked per week \_\_\_\_\_  
DUTIES IN ORDER OF IMPORTANCE \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

REASON FOR LEAVING \_\_\_\_\_

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

JOB TITLE \_\_\_\_\_ Starting Salary \_\_\_\_\_ Last Salary \_\_\_\_\_  
Date employed \_\_\_\_\_ Date Separated \_\_\_\_\_  
Employer or company \_\_\_\_\_ Telephone # (\_\_\_\_) \_\_\_\_\_  
Employer or company address \_\_\_\_\_  
Name and Title of most current supervisor \_\_\_\_\_  
Full-time for: Yrs \_\_\_\_ Mos \_\_\_\_ Part-time for: Yrs \_\_\_\_ Mos \_\_\_\_ # of employees supervised by you \_\_\_\_\_  
If you worked part-time, the number of hours worked per week \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

REASON FOR LEAVING \_\_\_\_\_

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

JOB TITLE \_\_\_\_\_ Starting Salary \_\_\_\_\_ Last Salary \_\_\_\_\_  
Date employed \_\_\_\_\_ Date Separated \_\_\_\_\_  
Employer or company \_\_\_\_\_ Telephone # (\_\_\_\_) \_\_\_\_\_  
Employer or company address \_\_\_\_\_  
Name and Title of most current supervisor \_\_\_\_\_  
Full-time for: Yrs \_\_\_\_ Mos \_\_\_\_ Part-time for: Yrs \_\_\_\_ Mos \_\_\_\_ # of employees supervised by you \_\_\_\_\_  
If you worked part-time, the number of hours worked per week \_\_\_\_\_  
DUTIES IN ORDER OF IMPORTANCE \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

REASON FOR LEAVING \_\_\_\_\_

- (27) 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.)
- (28) a) Have you ever been dismissed or forced to resign from any job held? ☐ Yes ☐ No  
b) Were you dismissed or forced to resign for disciplinary reasons? ☐ Yes ☐ No  
If YES to "a" or "b", explain under EXPLANATIONS. (A YES will not automatically disqualify you.)
- (29) 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 # \_\_\_\_\_  
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 of Sharpsburg; 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 of Sharpsburg 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 of Sharpsburg, 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 Administrator

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

## SUPPLEMENT TO TOWN OF SHARPSBURG EMPLOYMENT APPLICATION

The Town of Sharpsburg is an Equal Opportunity Employer. **Please complete this form in order for us to comply with the reporting requirements of the Equal Employment Opportunity Commission. This form will be separate from your employment application.** Other than the information you provide in Section I, the information on this form will not be used in any way in our selection process or for any personnel action following employment. It will be maintained in personnel files which must be kept confidential under State law. Public disclosure of this information without your consent would be a violation of state general statutes.

I. POSITION APPLIED FOR: \_\_\_\_\_

NAME: \_\_\_\_\_  
Last First Middle

DATE OF APPLICATION: \_\_\_\_\_

II. SEX: (Please circle) Male Female

III. ETHNIC CATEGORY: (Please circle)

**White** - Origins in any of the original peoples of Europe, North Africa, or the Middle East.

**Black** - Origins in any of the Black racial groups of Africa. (Not Hispanic)

**Hispanic** - Mexican, Puerto Rican, Cuban, Central, or South American or other Spanish Culture or origin regardless of race.

**Asian or Pacific Islander** - Origins in the Far East, Southeast Asia, the Indian Subcontinent or the Pacific Islands.

**American Indian or Alaskan Native** - Origins in any of the original peoples of North America.

HOW DID YOU LEARN OF THIS OPENING: (Indicate below by placing a check beside the source)

\_\_\_\_ Newspaper (**specify**): \_\_\_\_\_  
\_\_\_\_ Employment Security Commission  
\_\_\_\_ Job Line  
\_\_\_\_ Employment Interest Card  
\_\_\_\_ Came to Municipal Building  
\_\_\_\_ Employment Opportunity List (**where posted**): \_\_\_\_\_  
\_\_\_\_ Internet  
\_\_\_\_ Other (specify): \_\_\_\_\_

### DRUG SCREENING

All **FINAL** applicants for high risk or safety sensitive positions (HRSS) must pass a drug screening process. Further information will be provided at the appropriate time in the employment process.

### OVERTIME COMPENSATION AGREEMENT

For employees subject to the overtime provisions of the Fair Labor Standards Act (FLSA), we generally allow the employee to choose between time off or pay for overtime worked. However, either is subject to supervisory approval and may be affected by budgetary constraints.

### SELECTIVE SERVICE REGISTRATION

If **male** and age 18 to 26, have you registered for Selective Service?

(Please circle) Yes No

If not, you will have 30 days to comply if selected for a position as required by Federal law.

### CERTIFICATION (**THIS FORM MUST BE SIGNED**)

I certify that I have read and understand the information contained on this form, complied with the instructions provided, and have done so truthfully to the best of my knowledge.

Name \_\_\_\_\_

Date \_\_\_\_\_

*An Equal Opportunity/Affirmative Action Employer*