



TOWN OF WHITAKERS

302 N.W. RAILROAD
 P.O. BOX 727
 WHITAKERS, N.C. 27891
 TEL: 252-437-4011

We appreciate your interest in our organization. Please complete the application as fully as possible. Applicants are considered for available positions without regard to race, color, religion, age, sex, sexual orientation, gender identity, national origin, genetic information, veteran status, disability or other classification protected by law. To be considered as an applicant, you must designate the particular available position for which you are seeking employment.

Position applied for:	Date of application:
Applicant source: (select one) <input type="radio"/> 1 = Walk in <input type="radio"/> 2 = Job Service <input type="radio"/> 3 = Friend <input type="radio"/> 4 = Relative <input type="radio"/> 5 = Advertisement <input type="radio"/> 6 = Employment Agency <input type="radio"/> 7 = School/College <input type="radio"/> 8 = Job Posting <input type="radio"/> 9 = Other--Explain	

Personal Data

Last Name:	First Name:	Middle Initial:
Address:	City:	State: Zip:
Telephone Number:		
If employed and under 18, can you furnish a work permit?		
Have you filed an application here before?		
Have you ever been employed here before?		If yes, give date:
Have you ever been bonded?		
Have you ever refused bond?		
Are you legally eligible to work in the United States?		

Your Job Requirements

Salary desired:	When could you be available to begin work?
Are you willing to relocate anywhere in the state?	
Can you travel if a job requires it?	
Select desired type of employment:	
The following conditions may be required at some point in a job assignment. If required, would you be willing to work:	
a. shift work?	c. a work schedule other than Monday through Friday?
b. overtime work?	d. a rotational work schedule? e. fluctuating hours?

Education

	High School	Business/Technical School	College	Graduate School
School name and location				
Years completed				
Diploma/Degree Earned				

Activities & Offices List professional, trade, business or civic activities and offices held.

(You may exclude memberships which would reveal sex, race, religion, national origin, age, ancestry, disability, or other protected status.)

Work Experience

List the last three positions you have held beginning with the most recent, or all the positions held in the last three years. If you do not have enough space, you may give more complete and detailed information on additional pages. Accuracy of dates and addresses is essential.

Present or Last Employer		Description of Work			
Address					
Position		Reason for Leaving			
Dates of Employment	From: To:	Starting Salary	Final Salary	Supervisor's Name and Title	Telephone No.
Present or Last Employer		Description of Work			
Address					
Position		Reason for Leaving			
Dates of Employment	From: To:	Starting Salary	Final Salary	Supervisor's Name and Title	Telephone No.
Present or Last Employer		Description of Work			
Address					
Position		Reason for Leaving			
Dates of Employment	From: To:	Starting Salary	Final Salary	Supervisor's Name and Title	Telephone No.

Do you have any commitments to another employer or organization which might affect your employment with us?
If yes, please explain:

References Give name, address and telephone number of three references who are not related to you and who are not previous employers.

1.

2.

3.

Signature of Applicant:**Date:**

PRE-OFFER VOLUNTARY SELF-IDENTIFICATION
EEO / AFFIRMATIVE ACTION INFORMATION

Please complete the following and submit with your application.

Last Name: _____ First Name: _____

Date: _____ Position Applied For: _____

<p style="text-align: center;">GENDER</p> <p><input type="radio"/> Male</p> <p><input type="radio"/> Female</p> <p><input type="radio"/> Decline to Self-Identify</p>	<p style="text-align: center;">RACE/ETHNICITY</p> <p><input type="radio"/> Hispanic or Latino</p> <p>If not Hispanic or Latino:</p> <p><input type="radio"/> White</p> <p><input type="radio"/> Black or African American</p> <p><input type="radio"/> Native Hawaiian or Pacific Islander</p> <p><input type="radio"/> Asian</p> <p><input type="radio"/> American Indian or Alaska Native</p> <p><input type="radio"/> Two or More Races</p> <p><input type="radio"/> Decline to Self-Identify</p>	<p style="text-align: center;">VETERAN STATUS</p> <p><input type="radio"/> I identify as one or more of the classifications of protected veteran listed below</p> <p><input type="radio"/> I am not a protected veteran</p> <p><input type="radio"/> Decline to Self-Identify</p>
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Signature: _____

Signature **must** be handwritten.

See next page for EEOC Race/Ethnic identification category definitions and protected veteran classifications

EEOC/Race/Ethnic Identification Categories

Hispanic or Latino – A person of Cuban, Mexican, Puerto Rican, South or Central American or other Spanish culture or origin, regardless of race

White – A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Black or African American – A person having origins in any of the black racial groups of Africa.

Native Hawaiian or Other Pacific Islander – A person having origins in any of the peoples of Hawaii, Guam, Samoa or other Pacific Islands.

Asian – A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.

American Indian or Alaska Native – A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.

Two or More Races – All persons who identify with more than one of the above five races.

Protected Veteran Classifications

A “disabled veteran” is one of the following:

- a veteran of the US military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs; **or**
- a person who was discharged or released from active duty because of a service-connected disability.

A “recently separated veteran” means any veteran during the three-year period beginning on the date of such veteran’s discharge or release from active duty in the US military, ground, naval or air service.

An “active duty wartime or campaign badge veteran” means a veteran who served on active duty in the US military, ground, naval or air service during a war, or in a campaign or expedition for which a campaign badge has been authorized under the laws administered by the Department of Defense.

An “Armed forces service medal veteran” means a veteran who, while serving on active duty in the US military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985.

Protected veterans may have additional rights under USERRA – the Uniformed Services Employment and Reemployment Rights Act. In particular, if you were absent from employment in order to perform service in the uniformed service, you may be entitled to be reemployed by your employer in the position you would have obtained with reasonable certainty if not for the absence due to service. For more information, call the U.S. Dept of Labor’s Veterans Employment and Training Service (VETS) at 1-866-4-USA-DOL.