

**Town of Holden Beach**

110 Rothschild Street  
Holden Beach, NC 28462  
910-842-6488 Fax:910-842-9315

**APPLICATION FOR EMPLOYMENT**

PRE-EMPLOYMENT QUESTIONNAIRE (AN EQUAL OPPORTUNITY EMPLOYER) - THIS FORM HAS BEEN DESIGNED TO STRICTLY COMPLY WITH STATE AND FEDERAL FAIR EMPLOYMENT PRACTICE LAWS PROHIBITING EMPLOYMENT DISCRIMINATION

Date \_\_\_\_\_

Soc. Sec. No. \_\_\_\_\_

Name \_\_\_\_\_  
Last First Middle

Current Address \_\_\_\_\_  
Street City State Zip

Permanent Address \_\_\_\_\_  
Street City State Zip

Phone Number \_\_\_\_\_ Are you over 18 years old? YES NO

ARE YOU PREVENTED FROM LAWFUL EMPLOYMENT IN THIS COUNTRY BECAUSE OF A VISA OR IMMIGRATION STATUS? YES NO

Position Desired \_\_\_\_\_ Date you can start \_\_\_\_\_ Salary Desired \_\_\_\_\_

Are you employed now? YES NO If so, may we inquire of your present employer? YES NO

Have you ever applied to this municipality before? YES NO When? \_\_\_\_\_

Referred by: \_\_\_\_\_

**Educational History**

Education	School Name / Location	No. of Years	Did You Graduate?	Subjects Studied
Grammar School			YES NO	
High School			YES NO	
College			YES NO	
Trade, Business, or Correspondence School			YES NO	

Subjects of special study or research: \_\_\_\_\_

List any special skills: \_\_\_\_\_

Activities (civic, athletic, etc.) \_\_\_\_\_

US Military / Naval Service \_\_\_\_\_ Rank \_\_\_\_\_

Currently serving in the National Guard or Reserves? YES NO

## Employment History

Month / Year	Name and Address of Employer	Salary	Position	Reason for Leaving
Start: _____ End: _____				
Start: _____ End: _____				
Start: _____ End: _____				
Start: _____ End: _____				

Which of these jobs did you like best? \_\_\_\_\_

What did you like most about your job? \_\_\_\_\_

## References

(GIVE THE NAME OF THREE PERSONS NOT RELATED TO YOU, WHOM YOU HAVE KNOWN AT LEAST ONE YEAR)

Name	Address	Phone Number	Years Aquainted

### Emergency Contact

Name \_\_\_\_\_ Address \_\_\_\_\_ Phone No. \_\_\_\_\_

"I certify that all of the information submitted by me on this application is true and complete, and I understand that if any false information, omissions, or misrepresentations are discovered, my application may be rejected and, if I am employed, my employment will be terminated at any time. In consideration of my employment, I agree to conform to the Town's rules and regulations, and I agree that my employment and compensation can be terminated with or without cause, and with or without notice, at any time, at either my own or the Town's option. I also understand and agree that the terms and condition of my employment may be changed, with or without cause, and with or without notice, at any time by the Town. I understand that no Town representative has any authority to enter into any agreement for employment for any specific period of time, or to make any agreement contrary to the foregoing."

Applicant Signature \_\_\_\_\_

Date \_\_\_\_\_

Interviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

Remarks: \_\_\_\_\_

Job Offer    YES    NO    Position \_\_\_\_\_    Salary \_\_\_\_\_

Department \_\_\_\_\_    Start Date \_\_\_\_\_

Approved \_\_\_\_\_  

Employment Manager
Department Head
Town Manager