



**PENDER COUNTY GOVERNMENT**

801 S. Walker St.  
Burgaw, North Carolina 28425  
910.259.1522  
<http://www.pendercountync.gov>

**Employment Application**

**Applicant Information**

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*  
\_\_\_\_\_  
*City State ZIP Code*

Phone: \_\_\_\_\_ Email \_\_\_\_\_

Date Available: \_\_\_\_\_ Social Security No.: \_\_\_\_\_ Desired Salary: \$ \_\_\_\_\_

Position Applied for: \_\_\_\_\_

Check all the types of work and shifts that you will accept:

- Full Time                       Part Time
- Day Shift                       Evening Shift                       Night Shift                       Rotating Shift
- Weekdays only                       Weekends                       On Call

Are you a citizen of the United States?      YES      NO      If no, are you authorized to work in the U.S.?      YES      NO  
                             

Have you ever worked for the County?      YES      NO      If yes, when? \_\_\_\_\_  
           

Are you willing to relocate?      YES      NO  
     

Do you have a Driver's License?      YES      NO      If yes, State: \_\_\_\_\_ Number: \_\_\_\_\_  
     

Have you ever been convicted of a felony?      YES      NO  
     

If yes, you will be asked to explain later. A conviction does not mean you cannot be hired. The offense and how recently you were convicted will be evaluated in relation to the job for which you are applying.

**Education**

High School: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate?      YES      NO      Diploma: \_\_\_\_\_  
     

College: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate?      YES      NO      Degree: \_\_\_\_\_

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

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

**References**

*Please list three professional references.*

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

**Previous Employment**

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary:\$ \_\_\_\_\_ Ending Salary:\$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES  NO

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary:\$ \_\_\_\_\_ Ending Salary:\$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES  NO

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference?      YES      NO  
        

**Military Service**

Branch: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Rank at Discharge: \_\_\_\_\_

Do you have experience from your military service that would be relevant to the job for which you are applying?

\_\_\_\_\_

**Certifications**

*Please list any relevant trade, professional, or technical certifications or licenses you have received, including dates:*

**Skills & Accomplishments**

*Please list any relevant extracurricular activities, scholarships, special skills, volunteer organizations and equipment with which you are proficient:*

### Supplemental Questions

1. Have you ever worked for or applied for employment with Pender County before?  
 Yes  No
2. Are you related by blood or marriage to any person now working for Pender County?  
 Yes  No
3. If you answered yes, please provide their name, department and relationship to you.
  
4. Can you, with or without accommodation, perform the essential functions of the position for which you are applying?  
 Yes  No
5. Have you ever been discharged (does not include layoff) or asked to resign by any previous employer? If so, you may be asked to explain and identify employer.  
 Yes  No
6. If hired, can you furnish proof that you are eligible to work in the US? If no, you may be asked to explain.  
 Yes  No
7. Have you ever had a security clearance? If yes, you may be asked to state level and granting agency.  
 Yes  No
8. If you were referred by someone, please let us know who to thank.
  
9. I understand that all Pender County Employees are considered essential. Essential employees are expected to work in their emergency roles which may include pre-event preparations, the duration of the weather event, and/or post weather event duties.  
 Yes  No

### Disclaimer and Signature

By signing below, I hereby certify that every statement I have made in this application is true and complete to the best of my knowledge. I understand that any false or incomplete answer may be grounds for not employing me or for dismissing me after I begin work. I understand that I will have to produce documentation verifying identity and employment eligibility in the U.S. I understand that I may be required to verify any, and all information given on this application. I understand that this completed application is the property of Pender County Government and will not be returned. I understand Pender County Government may contact prior employers and other references. I understand that I must notify the Human Resources Division of any changes in my name, address, or phone number. Pender County is an Equal Opportunity Employer.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print: \_\_\_\_\_