



City of Lexington, NC

Employment Application Information, Instructions and Process Please Read Carefully Before Starting

Applications for employment with the City of Lexington may be submitted electronically at Jobs@LexingtonNC.gov, by mail to City of Lexington, P.O. Box 1615, Lexington, NC 27293 or in person at 711 S. Talbert Blvd, Lexington, NC. Employment applications may be filled out electronically and printed from the website, or picked up at the NCWorks Career Center located at 555 West Center Street Extension, Lexington, NC 27295. Applications are accepted only for jobs which are posted. Please fill out the *application completely*, attaching any other job related information you feel may be useful (i.e. resumes, diplomas, or certifications). As you describe your work history, ensure you highlight your experience, knowledge, skills, abilities and work behaviors which demonstrate your qualifications for the position. Please type or print in blue or black ink and *remember to sign the application with an actual signature*.

Males subject to military selective service registration must certify compliance to be eligible for City Employment (N.C.G.S. 143B-421.1). See question on the application.

Employment applications are screened by Human Resources for minimum qualifications. Applications meeting the initial review of minimum qualifications are forwarded to the hiring supervisor in the department where the vacancy exists. Departments then continue in the selection process. After the selection process and reference checks are completed, a background check (which may include and not limited to criminal, driver history, education, and/or credit based upon the job duties) is conducted on selected candidates. Candidates offered employment will be asked to participate in a pre-employment drug and alcohol screening and other physical screenings based upon the job duties. Applicants not chosen for the particular position may be notified by email if an email address is provided on the application.

NOTICE

Federal law requires all employers to verify the identity and employment eligibility of all workers hired to work in the United States.

The City of Lexington participates in E-Verify.

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The City of Lexington does not discriminate on the basis of race, color, national origin, sex, religion, genetic information or non-disqualifying disability in employment or the provision of services.



City of Lexington, NC

APPLICATION FOR EMPLOYMENT

Human Resources Department, 28 West Center Street, Lexington, NC
 (336) 248-3955 TDD 800-735-2962

(You must complete a separate application for each job)

Date: _____

I. POSITION AND DEPARTMENT DESIRED: _____

Full-time _____ Part-time _____ Desired Salary: _____ (hourly/monthly/annually)
 Please indicate

II. PERSONAL DATA:

Name Last: _____ First: _____ Middle: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Phone (_____) _____ Email: _____

Driver's License Number: _____ State: _____ Class: _____

Have you worked here before? Yes ___ No ___ Years/What Department _____

List members of your immediate family who work here/Department they work in & relationship: _____

Men ages 18-25 are required to register for selective service. Pursuant to Chapter 143B-421.1 of the North Carolina General Statutes you are required to register for selective service to be employed by the City of Lexington. Have you registered? ___ Yes ___ No ___ N/A

III. EDUCATIONAL EXPERIENCE:

Circle highest school year completed: 10 11 12 13 14 15 16 17 18

Name of High School _____ Address _____

Did you graduate? Yes ___ No ___ Did you obtain a GED? Yes ___ No ___

| Education beyond High School | Name Location | Did you Graduate | Degree/Certificate (if any) | Major/Subject |
|------------------------------|---------------|-----------------------|-----------------------------|---------------|
| Technical School | | Yes _____ No _____ | | |
| College or University | | Yes _____ No _____ | | |
| Graduate or Professional | | Yes _____ No _____ | | |

APPLICATION FOR EMPLOYMENT

IV. WORK EXPERIENCE: List all jobs in the last 15 years, attach additional sheets if necessary.

Employer: _____ Dates Employed:
Address: _____ From: _____ To: _____
Job Title: _____ Phone: _____ Starting Rate/Salary
Immediate Supervisor and Title: _____ \$ _____ per _____
Reason for Leaving: _____ Ending Rate/Salary
May we contact for reference? ___ Yes ___ No ___ Later \$ _____ per _____
Summarize Responsibilities:

Employer: _____ Dates Employed:
Address: _____ From: _____ To: _____
Job Title: _____ Phone: _____ Starting Rate/Salary
Immediate Supervisor and Title: _____ \$ _____ per _____
Reason for Leaving: _____ Ending Rate/Salary
May we contact for reference? ___ Yes ___ No ___ Later \$ _____ per _____
Summarize Responsibilities:

Employer: _____ Dates Employed:
Address: _____ From: _____ To: _____
Job Title: _____ Phone: _____ Starting Rate/Salary
Immediate Supervisor and Title: _____ \$ _____ per _____
Reason for Leaving: _____ Ending Rate/Salary
May we contact for reference? ___ Yes ___ No ___ Later \$ _____ per _____
Summarize Responsibilities:

APPLICATION FOR EMPLOYMENT

Employer: _____

Address: _____

Job Title: _____ Phone: _____

Immediate Supervisor and Title: _____

Reason for Leaving: _____

May we contact for reference? ___ Yes ___ No ___ Later

Summarize Responsibilities:

Dates Employed:

From: _____ To: _____

Starting Rate/Salary

\$ _____ per _____

Ending Rate/Salary

\$ _____ per _____

V. OTHER QUALIFICATIONS:

A. List all vehicles, on/off road and construction equipment (standard and automatic), and related machinery which you can operate, which relate to the job: _____

B. Describe your computer, software, typing and clerical skills (if necessary for job): _____

C. Can you work shifts, nights and weekends if necessary to do the job? Yes _____ No _____

D. List any certifications you have received and the dates you received them: _____

E. List special training (non-certification) programs or seminars you have completed in the past five years: _____

F. If the job(s) applied for calls for specific courses, list those courses taken and dates: _____

G. Summarize special qualifications and skills acquired from other experiences, such as volunteer work, hobbies and sports, which relate to the job: _____

APPLICATION FOR EMPLOYMENT

VI. REFERENCES:

List three persons who are not related to you and who have definite knowledge of your qualifications and fitness for the position for which you are applying. Do not repeat the names of supervisors. By providing this information you are authorizing the City to contact these references.

| Name | Occupation and Relationship | Address | Telephone |
|------|-----------------------------|---------|-----------|
| | | | |
| | | | |
| | | | |

AGREEMENT

I certify that, to the best of my knowledge and belief, the information given truly represents my background and experience. I understand that if I have knowingly misrepresented or falsified any of the application information, I may be disqualified for employment consideration or dismissed from employment with the City.

In the event confirmation is needed in connection with my work, I authorize personal references, current and former employers, educational institutions, associations, registration and licensing boards, and others to furnish whatever detail is available concerning my qualifications. I authorize investigation of all statements made in this application.

I UNDERSTAND THAT THIS APPLICATION OR SUBSEQUENT EMPLOYMENT DOES NOT CREATE A CONTRACT OF EMPLOYMENT NOR GUARANTEE EMPLOYMENT FOR ANY DEFINITE PERIOD OF TIME.

Actual signature is required.

Signature _____ Date _____

APPLICANT INFORMATION FORM

The City of Lexington is an Equal Opportunity Employer and prohibits discrimination on the basis of race, sex, handicap, age, religion, political affiliation, or national origin. The information requested below is voluntary and failure to provide this information will not affect you as an applicant. The sole purpose of this information is to measure the success of our recruitment efforts in reaching all segments of the population.

THIS APPLICANT INFORMATION FORM WILL BE SEPARATED FROM YOUR EMPLOYMENT APPLICATION, AND WILL NOT, IN ANY WAY, BE USED IN OUR SELECTION PROCESS OR FOR ANY PERSONNEL ACTION FOLLOWING EMPLOYMENT.

Date: _____

Position applied for: _____ Full-time _____ Part-time _____

THIS APPLICATION IS IN RESPONSE TO:

(Please check box and name particular source)

Newspaper _____
 Professional Magazine _____
 Job Opportunity Listing (specify) _____
 TV _____
 Other (specify) _____

Sex:

Male

Female

Race/Ethnicity:

White (not of Hispanic origin)
 Black or African American (not of Hispanic origin)
 Hispanic
 Asian or Pacific Islander
 American Indian or Alaska Native