

# City of Wilson North Carolina



## Human Resources & Risk Services Department

PHONE: (252) 399-2246

### APPLICATION INFORMATION AND INSTRUCTIONS

(Read Carefully Before Starting)

#### General Information:

Incorporated in 1849, Wilson, North Carolina, is ideally situated in Eastern North Carolina, only 50 miles east of Raleigh, the State's Capital, and 100 miles west of Atlantic Ocean.

Though a small City of only 18.9 square miles and 50,651 people, Wilson is a giant in the world of business.

Once a "Tobacco Town," this City, affectionately known by her citizens as the City of Beautiful Trees, has emerged as a wonderfully harmonious blend of agriculture and industry. In addition to being America's largest tobacco market and home to the largest antique dealership in the United States, Wilson is also North Carolina's largest farm market center and is an All-America City. This exceptional balance between agriculture, business, industry, education, recreation, and government can be matched only by the friendliness of the people.

An Equal Opportunity Employer, the City is firmly committed to the principles of Equal Employment Opportunity for all. The City selects and makes all personnel decisions based upon merit and individual qualifications without regard to sex, race, color, religion, national origin, age, or disability. If at any point in the selection process you believe discrimination has occurred, we ask that you contact the City's Human Resources & Risk Services Manager. Upon receipt or notification from any applicant (either internal or external) of alleged discrimination, the Human Resources & Risk Services Manager will conduct a formal investigation into the complaint. Applicants also have the right to contact the Equal Employment Opportunity Commission within 180 days after they feel discrimination has occurred, if they feel all other efforts have been exhausted.

#### Six Steps to a Career:

1. Check our Job Opportunities Listing for any position which fits your educational background, professional interests, and experience. Listings are located in the Human Resources & Risk Services office and posted with some community and church organizations. Our Job Hotline number is (252)399-2256.
2. Once you locate a position which interests you, contact the Human Resources & Risk Services Department. You must complete an Employment Application and return it before the indicated deadline.
3. All applications received are evaluated based on skills, knowledge, and abilities required for the job.
4. After evaluations are completed, the most qualified applicants are notified for a personal interview.
5. After all interviews are completed, a recommendation for hire is forwarded to the Human Resources & Risk Services Department.
6. All applicants not chosen for the particular position will be notified by letter.

#### Instructions:

The City of Wilson receives several thousand applications each year for vacant positions. Due to the large volume of applications received, it is imperative that you fill out the application completely, and attach any additional information you feel may be useful. Resumes are not accepted in place of applications and incomplete applications will not be considered. Please print in ink clearly or type all information. **Job applications should be forwarded to:**

**City of Wilson  
Human Resources & Risk Services Department  
P.O. Box 10  
Wilson, NC 27894-0010  
Phone (252) 399-2246 Fax (252) 399-2253**

**Please complete all pages of this application.**

We at the City of Wilson thank you for your interest in employment and wish you success during the selection process.

# APPLICATION INFORMATION FORM

In order to comply with the United States Government Equal Opportunity Employment Requirements, all applicants for employment are requested to complete this form. Data will be used to measure the effectiveness of recruitment efforts and selection procedures. This information is requested on a voluntary basis, will be kept confidential, and is not available to hiring authorities.

The City of Wilson is an Equal Opportunity Employer. The City does not discriminate on the basis of race, creed, sex, national origin, age, or disability.

			DATE:	_____	
				MM/DD/YYYY	
NAME:	_____				
	Last	First	Middle		
ADDRESS:	_____				
	St. & No., RFD, or PO Box		City		
	_____				
	State	Zip	County		
DATE OF BIRTH:	_____				
	MM/DD/YYYY				
SEX				VETERAN STATUS	
<input type="checkbox"/> Male				<input type="checkbox"/> Yes (Vietnam)	
<input type="checkbox"/> Female				<input type="checkbox"/> Yes (Other)	
				<input type="checkbox"/> No	
RACE					
<input type="checkbox"/> White					
<input type="checkbox"/> Black					
<input type="checkbox"/> Asian					
<input type="checkbox"/> American Indian					
<input type="checkbox"/> Hispanic					
<input type="checkbox"/> Other					
THIS APPLICATION IS IN RESPONSE TO: (Please check block and name particular source)					
<input type="checkbox"/> Newspaper:	_____			<input type="checkbox"/> TV:	_____
<input type="checkbox"/> Professional magazine or newsletter:	_____			<input type="checkbox"/> Personal Referral:	_____
<input type="checkbox"/> 24 Hours Job Hotline:	_____			<input type="checkbox"/> College Recruitment:	_____
<input type="checkbox"/> Job Opportunities Listing (Specify):	_____			<input type="checkbox"/> Radio:	_____
<input type="checkbox"/> Other (Specify):	_____				
POSITIONS APPLIED FOR:					
1.	_____				
2.	_____				

# APPLICATION FOR EMPLOYMENT



**City of Wilson**  
HUMAN RESOURCES &  
RISK SERVICES DEPARTMENT  
P.O. BOX 10  
1800 HERRING AVENUE  
WILSON, NC 27894  
(252) 399-2246

## *An Equal Opportunity Employer*

**INSTRUCTIONS:** It is important that you fill out all sections of this application 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. IN ORDER TO BE PROCESSED, THE APPLICATION MUST BE COMPLETED IN INK (OR TYPED) AND SIGNED.

### Current Information

DATE: \_\_\_\_\_  
MM/DD/YYYY

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

ADDRESS: \_\_\_\_\_  
St. & No., RFD, or PO Box City State Zip

MAILING ADDRESS: \_\_\_\_\_  
(If different from above) St. & No., RFD, or PO Box City State Zip

TELEPHONE: ( ) - - ( ) - - ( ) - -  
Home Business If neither, where can you be reached?

EMAIL ADDRESS: \_\_\_\_\_

Enter below the specific job titles for which you are applying

1. \_\_\_\_\_

2. \_\_\_\_\_

When will you be available for employment? \_\_\_\_\_

### General Information (Attach additional sheet if needed)

a. Have you ever been employed with the City of Wilson?  Yes  No  
If yes, what department and when? \_\_\_\_\_

b. Will you accept employment requiring occasional night work or weekend work?  Yes  No  
Comments \_\_\_\_\_

c. Will you accept employment requiring regular night work or weekend work?  Yes  No

d. Are you related by blood or marriage to any City Employee?  Yes  No  
If yes, give name, relationship, and department  
\_\_\_\_\_

e. Do you have a valid Driver's License? If so, complete the following:  Yes  No  
License No. \_\_\_\_\_ State \_\_\_\_\_ Date of Issue \_\_\_\_\_  
Is this a Commercial Driver's License (CDL)? If so, please check which type.  
 A  B  C

f. Have you ever been convicted of a  Felony or  Misdemeanor requiring imprisonment  Yes  No  
or a fine in excess of \$50.00?  
If yes, please explain

**Education**

Give your complete educational history below. Check highest school year completed  
1 2 3 4 5 6 7 8 9 10 11 12

High School: \_\_\_\_\_ /  
 Name City State Month/Year (last attended)

Have you received a high school diploma or equivalent?  Yes  No If yes, when? \_\_\_\_\_ /

**Education Beyond High School**

**Education Beyond High School**

\_\_\_\_\_  
 Name Location

\_\_\_\_\_  
 Attended Credit Hours Degree or Diploma Year Rec'd Major Subject  
 MM/YYYY-MM/YYYY

**Graduate, Professional or Other**

\_\_\_\_\_  
 Name Location

\_\_\_\_\_  
 Attended Credit Hours Degree or Diploma Year Rec'd Major Subject  
 MM/YYYY-MM/YYYY

**Skills, Certifications**

Please list any skills, special certifications, licenses, special training, or courses you have had that you feel are applicable to the position for which you are applying. Include skills and equipment or machinery that you operate. If you wish consideration for an administrative support position, indicate typing, and shorthand speeds.

a. \_\_\_\_\_ f. \_\_\_\_\_  
 b. \_\_\_\_\_ g. \_\_\_\_\_  
 c. \_\_\_\_\_ h. \_\_\_\_\_  
 d. \_\_\_\_\_ i. \_\_\_\_\_  
 e. \_\_\_\_\_ j. \_\_\_\_\_

**Employment**

Record your complete work history in the spaces below. Begin with your current or most recent employer first. Attach as many sheets as is necessary to account for your full record. Be sure to account for gaps in your employment history. Related volunteer experience should also be listed.

**A. CURRENT OR MOST RECENT EMPLOYMENT (Or explain gap in employment)**

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

Name and title of supervisor: \_\_\_\_\_ # Supervised by you: \_\_\_\_\_

Employer or company: \_\_\_\_\_ Telephone #: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

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

Date Employed: _____ / _____ Date Separated: _____ / _____ Full-time for:   Years   Months Part-time for:   Years   Months If part-time, number of hours worked per week: _____	Duties:     Reason for leaving:
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If you are currently employed, may we inquire of this employer about your qualifications and character?  Yes  No

Comments:

**Employment (continued)**

<b>B. NEXT EMPLOYMENT</b> (Or explain gap in employment)	
Job Title: _____ Starting Salary: \$_____ Ending Salary: \$_____	
Name and title of supervisor: _____ # Supervised by you: _____	
Employer or company: _____ Telephone #: (____) _____ - _____	
Address: _____	
Date Employed: ____/____/____	Duties:
Date Separated: ____/____/____	
Full-time for:   Years   Months	Reason for leaving:
Part-time for:   Years   Months	
If part-time, number of hours worked per week: _____	

<b>C. NEXT EMPLOYMENT</b> (Or explain gap in employment)	
Job Title: _____ Starting Salary: \$_____ Ending Salary: \$_____	
Name and title of supervisor: _____ # Supervised by you: _____	
Employer or company: _____ Telephone #: (____) _____ - _____	
Address: _____	
Date Employed: ____/____/____	Duties:
Date Separated: ____/____/____	
Full-time for:   Years   Months	Reason for leaving:
Part-time for:   Years   Months	
If part-time, number of hours worked per week: _____	

<b>D. NEXT EMPLOYMENT</b> (Or explain gap in employment)	
Job Title: _____ Starting Salary: \$_____ Ending Salary: \$_____	
Name and title of supervisor: _____ # Supervised by you: _____	
Employer or company: _____ Telephone #: (____) _____ - _____	
Address: _____	
Date Employed: ____/____/____	Duties:
Date Separated: ____/____/____	
Full-time for:   Years   Months	Reason for leaving:
Part-time for:   Years   Months	
If part-time, number of hours worked per week: _____	

**Employment (continued)**

<b>E. NEXT EMPLOYMENT</b> (Or explain gap in employment)	
Job Title: _____ Starting Salary: \$_____ Ending Salary: \$_____	
Name and title of supervisor: _____ # Supervised by you: _____	
Employer or company: _____ Telephone #: (____) _____ - _____	
Address: _____	
Date Employed: ____/____/____	Duties:
Date Separated: ____/____/____	
Full-time for:   Years   Months Part-time for:   Years   Months	
If part-time, number of hours worked per week: _____	Reason for leaving: _____

(Attach additional sheets if this does not account for your full record.)

**Military Service (Applicable Only to Veterans)**

<i>Please list any relevant military training or services which you may have obtained. Also list your service dates, present military status, etc. in the spaces provided.</i>	
a) Date of Entry: MM/YYYY _____	
b) Date of Separation: _____	Type of discharge: _____
c) Service Number: _____	
d) Service Branch: _____	Military occupation: _____
e) Special skills or training:	

**NOTICE!**

All applicants who are selected for a permanent position with the City of Wilson will be required to have a physical examination prior to employment. Included in the examination will be a drug screening test.

**THIS APPLICATION MUST BE SIGNED.**

**Unsigned applications will not be processed.**

**\*\*Submitting an electronic version of this application: If selected to continue in the selection process a signature will be required at that time.**

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.

I authorize my current and former employers to give any information regarding my employment, together with any information regarding me whether or not it is in their records. I hereby release them from any damage whatsoever for issuing same. I also permit the City of Wilson to conduct a police and courts records investigation of my background.

I also authorize schools and other educational institutions which I may have attended to reveal my scholastic ratings to the City of Wilson representatives who are investigating my educational background.

I understand that North Carolina State Law requires male applicants for employment, 18-25, to register for military service. By signing below, I certify that I am in compliance with state law.

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

**THANK YOU FOR APPLYING WITH THE CITY OF WILSON**