

Town of Black Mountain
160 Midland Avenue
Black Mountain, NC 28711

Office: 828-419-9300
FAX: 828-669-4204
TDD: 800-735-2962



TOWN OF BLACK MOUNTAIN APPLICATION FOR EMPLOYMENT

General Information: The Town of Black Mountain is a municipal government located 15 miles East of Asheville in North Carolina. The Town of Black Mountain strives to provide quality services to protect the health, safety and welfare of its citizens; exercise stewardship over its resources; promote a high quality of life, support economic prosperity, cultivate community, and honor its heritage and culture. Persons with professional experience, education and background are encouraged to apply for staff positions. The Town of Black Mountain is an Equal Opportunity Employer.

1. Position(s) applied for: _____ Date: _____

2. Name: _____

(Last)

(First)

(Middle)

3. Current Mailing Address: _____

(Street & No.)

(City)

(State)

(Zip)

Permanent Mailing Address: _____

(Street & No. or PO Box)

(City)

(State)

(Zip)

Telephone: Home: _____ Business: _____ Email: _____

4. When will you be available for employment? _____

5. Are you seeking: Full-time work Part-time work Temporary work

6. Have you ever been employed by the Town of Black Mountain? **Yes** **No**

If "yes" give dates: From: _____ To: _____

7. May inquiry be made of your past employers regarding your character, qualifications, etc.? **Yes** **No**

8. Can you perform the essential functions of the job with or without reasonable accommodations? **Yes** **No**

9. Are you related by blood or marriage to any person now employed by the Town of Black Mountain? **Yes** **No**

If "yes", give name and relationship. _____

EDUCATION:

Did you graduate from high school or pass the High School Equivalency Test? **Yes** **No**

10. Elementary or High School Name: _____

Circle highest year of school completed:
1 2 3 4 5 6 7 8 9 10 11 12

_____ Location

Education beyond high school	Name and Location	Circle number of years completed	Degree or Diploma received
College Or University		1 2 3 4	
Graduate Or Professional		1 2 3 4	
Other Education, Internships, etc.		1 2 3 4	

12. Describe certificates, honors, scholarships, fellowships, publications, relevant extracurricular work, and other educational information which will be helpful in evaluating your application. _____

13. List fields of work for which you are licensed, registered, or certified, giving date(s) and source(s) of issuance. _____

14. List typing skills, machines you can operate (including computer), and other skills in which you are proficient.

15. If the position for which you are applying calls for specific courses, indicate courses and credits received.

EMPLOYMENT RECORD:

Please answer completely all questions for each period of employment. Include military service and any previous employment with the Town of Black Mountain. Failure to give complete information may result in rejection of your application. Begin with your present or last position. If more space is needed, use a continuation sheet.

A. Title of present or last position: _____

Date Employed:	Name and Title of Supervisor:
Date Separated:	Employer:
Full-time: Years: Months:	Address:
Part-time: Years: Months:	Phone:
If part-time, number of hours per week:	Duties and responsibilities:
Reason for leaving:	

B. Title of next to last position: _____

Date Employed:	Name and Title of Supervisor:
Date Separated:	Employer:
Full-time: Years: Months:	Address:
Part-time: Years: Months:	Phone:
If part-time, number of hours per week:	Duties and responsibilities:
Reason for leaving:	

C. Title of next position: _____

Date Employed:	Name and Title of Supervisor:
Date Separated:	Employer:
Full-time: Years: Months:	Address:
Part-time: Years: Months:	Phone:
If part-time, number of hours per week:	Duties and responsibilities:
Reason for leaving:	

References:

Please list persons who are not related to you who have knowledge of your qualifications for the position(s) for which you are applying such as former co-workers, teachers, etc. Do not repeat names of supervisors you will list under Employment Records in this application.

(a) Name: _____ Address: _____
Title: _____ Phone: _____

(b) Name: _____ Address: _____
Title: _____ Phone: _____

(c) Name: _____ Address: _____
Title: _____ Phone: _____

CERTIFICATE OF APPLICANT

I certify that, to the best of my knowledge and belief, the statements given truly represent my background and experience. I acknowledge that as a condition to any offer of employment I may receive, I will be required to consent to a check of my criminal background, credit and/or driving record, as applicable for the particular position. I understand that false information may be grounds for rejection of my application and (or) dismissal if I am employed. Employment with the Town of Black Mountain is contingent up on the successful completion of a drug screening test to be administered after a provisional offer of employment is made. Successful completion of the test means that the person tested negative for illegal drugs and or alcohol where applicable.

Applicant's Signature

Date

Note: A copy of your college transcript or current resume may be attached but will not be considered in lieu of information contained within this application.

EQUAL OPPORTUNITY INFORMATION

The Town of Black Mountain is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, disability, age, sexual orientation, gender identity, national origin, veteran status or genetic information. The Town of Black Mountain is committed to providing access, equal opportunity and reasonable accommodation for individuals with disabilities in employment opportunities. To request a reasonable accommodation in completing this application due to a disability, contact the Human Resources Coordinator at 828-419-9300.