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# Employment Application

## Applicant Information

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| --- | --- | --- | --- | --- | --- |
| Full Name: | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Date: | Click or tap here to enter text. |
|  | Last | First | M.I. |  |  |

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| Address: | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Street Address | Apartment/Unit # |

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|  | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | City | State | ZIP Code |

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| --- | --- | --- | --- |
| Phone: | Click or tap here to enter text. | Email | Click or tap here to enter text. |

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| Date Available: | Click or tap here to enter text. |  |  |  |  |

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| Position Applied for: | Click or tap here to enter text. |

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

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| --- | --- | --- | --- | --- |
| Have you ever worked for the Town of Durham? | YES | NO | If yes, when? | Click or tap here to enter text. |

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| Are you employed now? | YES | NO |  |
| |  |  | | --- | --- | |  |  | |  |  |  |

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| --- | --- | --- |
| If yes, may we speak with your current employer? | YES | NO |

## Education

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| --- | --- | --- | --- |
| High School: | Click or tap here to enter text. | Address: | Click or tap here to enter text. |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| From: | Click or tap here to enter text. | To: | Click or tap here to enter text. | Did you graduate? | YES | NO | Diploma: | Click or tap here to enter text. |

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| --- | --- | --- | --- |
| College: | Click or tap here to enter text. | Address: | Click or tap here to enter text. |

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| From: | Click or tap here to enter text. | To: | Click or tap here to enter text. | Did you graduate? | YES | NO | Degree: | Click or tap here to enter text. |

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| Other: | Click or tap here to enter text. | Address: | Click or tap here to enter text. |

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| From: | Click or tap here to enter text. | To: | Click or tap here to enter text. | Did you graduate? | YES | NO | Degree: | Click or tap here to enter text. |

## Previous Employment or Volunteer Experience

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| Company: | Click or tap here to enter text. | Phone: | Click or tap here to enter text. |
| Address: | Click or tap here to enter text. | Supervisor: | Click or tap here to enter text. |

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| --- | --- | --- | --- | --- | --- |
| Job Title:Click or tap here to enter text. |  | Starting Salary: | $Click or tap here to enter text. | Ending Salary: | $Click or tap here to enter text. |

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| --- | --- |
| Responsibilities: | Click or tap here to enter text. |

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| --- | --- | --- | --- | --- | --- |
| From: | Click or tap here to enter text. | To: | Click or tap here to enter text. | Reason for Leaving: | Click or tap here to enter text. |

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| --- | --- | --- | --- |
| May we contact your previous supervisor for a reference? | YES | NO |  |
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| --- | --- | --- | --- |
| Company: | Click or tap here to enter text. | Phone: | Click or tap here to enter text. |
| Address: | Click or tap here to enter text. | Supervisor: | Click or tap here to enter text. |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Job Title: | Click or tap here to enter text. | Starting Salary: | $Click or tap here to enter text. | Ending Salary: | $Click or tap here to enter text. |

|  |  |
| --- | --- |
| Responsibilities: | Click or tap here to enter text. |

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| --- | --- | --- | --- | --- | --- |
| From: | Click or tap here to enter text. | To: | Click or tap here to enter text. | Reason for Leaving: | Click or tap here to enter text. |

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| --- | --- | --- | --- |
| May we contact your previous supervisor for a reference? | YES | NO |  |
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| --- | --- | --- | --- |
| Company: | Click or tap here to enter text. | Phone: | Click or tap here to enter text. |
| Address: | Click or tap here to enter text. | Supervisor: | Click or tap here to enter text. |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Job Title: | Click or tap here to enter text. | Starting Salary: | $Click or tap here to enter text. | Ending Salary: | $Click or tap here to enter text. |

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| Responsibilities: | Click or tap here to enter text. |

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| --- | --- | --- | --- | --- | --- |
| From: | Click or tap here to enter text. | To: | Click or tap here to enter text. | Reason for Leaving: | Click or tap here to enter text. |

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| --- | --- | --- | --- |
| May we contact your previous supervisor for a reference? | YES | NO |  |
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## References

Please list three persons not related to you, who you have known for at least one year..

|  |  |  |  |
| --- | --- | --- | --- |
| Full Name: | Click or tap here to enter text. | Relationship: | Click or tap here to enter text. |
| Company: | Click or tap here to enter text. | Phone: | Click or tap here to enter text. |
| Address: | Click or tap here to enter text. | Years Known: | Click or tap here to enter text. |
|  |  |  |  |
| Full Name: | Click or tap here to enter text. | Relationship: | Click or tap here to enter text. |
| Company: | Click or tap here to enter text. | Phone: | Click or tap here to enter text. |
| Address: | Click or tap here to enter text. | Years Known: | Click or tap here to enter text. |
|  |  |  |  |
| Full Name: | Click or tap here to enter text. | Relationship: | Click or tap here to enter text. |
| Company: | Click or tap here to enter text. | Phone: | Click or tap here to enter text. |
| Address: | Click or tap here to enter text. | Years Known: | Click or tap here to enter text. |

## Job Related Skills

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| --- | --- | --- | --- |
| Please list any job-related skills or experience. | Click or tap here to enter text. |  |  |

## Cover Letter

Please explain why you are interested in this position:

Click or tap here to enter text.

## Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

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| Signature: | Click or tap here to enter text. | Date: | Click or tap here to enter text. |