



# TOWN OF MONROE

## EMPLOYMENT APPLICATION

TOWN USE ONLY		
<b>Candidate Name</b>	_____	
<b>Civil Service Job Title:</b>	_____	
<b>Civil Service Job Classification:</b>	<input type="checkbox"/> Competitive <input type="checkbox"/> Exempt	<input type="checkbox"/> Non-Competitive <input type="checkbox"/> Labor
<b>Interview Cycle (as applicable):</b>	<b>Initials</b>	<b>Date</b>
Department Head	_____	____/____/____
Personnel Dept	_____	____/____/____
Town Supervisor	_____	____/____/____
Other	_____	____/____/____

*This application is for internal use only by the Town of Monroe and should not be filed with the Orange County Personnel Department.*

# TOWN OF MONROE

## Employment Application

Please **TYPE** or **PRINT** clearly. *This application must be completed and signed personally by the applicant.* Each question must be answered in full. If answer is NO or NONE, indicate such. We appreciate your interest in employment with the Town of Monroe.

We are an **Equal Opportunity Employer**. We consider all applications for all positions without regard to sex, (including gender identity and the status of being transgender), sexual orientation, race, color, national origin, religion, disability, pregnancy, age, marital status, veteran status, military status, arrest or conviction record, genetic information or predisposing characteristics, domestic violence victim status, or any other protected class or status. Applicants requiring a reasonable accommodation to participate in the application and/or interviewing process are encouraged to contact the Town Supervisor's Office. This application for employment will be considered active for a period of time not to exceed 60 days. Any applicant wishing to be considered for employment beyond this time period should reapply by completing another employment application.

BIOGRAPHICAL DATA	Name (First, Middle, Last)		E-Mail Address	
	Address		Phone Number	
	City		State	Zip
	Position Applied For		Date Available For Work	
	Are You Available to Work		<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary	
	How were you referred to the Town of Monroe? <input type="checkbox"/> Newspaper <input type="checkbox"/> Internet <input type="checkbox"/> Civil Service Job Posting <input type="checkbox"/> Walk-in <input type="checkbox"/> Employee Referral _____ <input type="checkbox"/> Other _____			
	Are you currently employed?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
	If yes, may we contact your employer to obtain employment information?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Have you ever filed an application or interviewed for employment with the Town of Monroe?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
	If yes, give month and year ____/____/____			
Have you ever been employed with the Town of Monroe before?		<input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, give dates From ____/____/____ To ____/____/____				
Are you legally eligible for employment in the United States?		<input type="checkbox"/> Yes <input type="checkbox"/> No		
<i>Employment eligibility verification will be required upon employment.</i>				
If you are under 18 years of age, can you provide required proof of your eligibility to work?		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable		
If you have been provided with a job description for the position for which you are applying, are you able to perform the essential functions of the position with or without reasonable accommodation?		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable		

EDUCATIONAL BACKGROUND	Type of School Attended	Name and Location of School	Number of Years Completed <i>(do not give dates)</i>	Course of Study	Diploma or Degree Obtained
	High School or Preparatory School				
	College				
	Other				

<b>SKILLS</b>	Typing Speed: _____ WPM	Data Entry: _____ # Numeric Keystrokes/Hour	_____ # Alpha Keystrokes/Hour
	Computer Skills:		
	List certificates, licenses ( <i>including driver license or CDL endorsement</i> ) or professional achievements that would support your qualifications for employment:	List any additional skills, technical or professional knowledge that you feel would support your application:	
If you are applying for a position which requires a Commercial Driver License, provide Driver License Number here: _____			

List your previous four (4) employers whether or not they seem relevant to the position for which you are applying.

<b>Present or Last Employer</b>			
Name of Employer		Phone Number	
Address	City	State	Zip
Employment Dates (Month/Year)			
Title of Position		Name and Title of Supervisor	
Description of duties, responsibilities and significant accomplishments			
_____			
Reason for leaving			

<b>Next Previous Employer</b>			
Name of Employer		Phone Number	
Address	City	State	Zip
Employment Dates (Month/Year)			
Title of Position		Name and Title of Supervisor	
Description of duties, responsibilities and significant accomplishments			
_____			
Reason for leaving			

<b>Next Previous Employer</b>			
Name of Employer		Phone Number	
Address	City	State	Zip
Employment Dates (Month/Year)			
Title of Position		Name and Title of Supervisor	
Description of duties, responsibilities and significant accomplishments			
_____			
Reason for leaving			

Next Previous Employer			
Name of Employer		Phone Number	
Address	City	State	Zip
Employment Dates (Month/Year)			
Title of Position		Name and Title of Supervisor	
Description of duties, responsibilities and significant accomplishments			
Reason for leaving			

U.S. MILITARY HISTORY			
<input type="checkbox"/> Yes <input type="checkbox"/> No			
U.S. Military Branch	Entry Date	Discharge Date	Training or Specialty

References (Other than relatives or former supervisors; list three)			
Name/Occupation			Phone Number
Address	City	State	Zip
			Years Known
Name/Occupation			Phone Number
Address	City	State	Zip
			Years Known
Name/Occupation			Phone Number
Address	City	State	Zip
			Years Known

Conviction Record Status		
Have you ever been convicted of and/or plead guilty to a felony? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Have you been convicted of and/or plead guilty to a misdemeanor within the past five years? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If you answered 'yes' to either question, please provide additional information such as the crime(s), date(s), court location, sentencing information, disposition of sentence, and rehabilitation completed. <b>Please note that a 'yes' answer to this question does not necessarily disqualify an applicant from employment with the Town.</b> The nature of the violation and all other appropriate circumstances will be considered. The Town reserves the right to reject individuals for employment based on job-related convictions.		
Date	County/State	Conviction/Explanation

I certify that the facts contained on this application are true and complete to the best of my knowledge. I understand that any misrepresentation is cause for voiding this application or termination of employment, if hired. I authorize investigation of any information provided on this application form and understand that the Town of Monroe will conduct a background and consumer credit check. I also authorize investigation of my employment record and references, and release all parties from all liability for any damage that may result from furnishing same to you. I understand and agree that, if hired, my employment is for no definite period and may be terminated at any time, subject to applicable federal, state and/or local rules and regulations and/or collective bargaining agreements. For positions subject to the federal Department of Transportation regulations regarding controlled substances and alcohol use testing (Part 382), I understand that as a condition for employment with the Town of Monroe, a pre-employment controlled substance test will be required and must be passed.

Date: \_\_\_\_\_ Signature of Applicant: \_\_\_\_\_