



**Town of Sunset Beach**

700 Sunset Blvd. North, Sunset Beach, NC 28468

(910) 579-6297 x1000 | swillis@sunsetbeachnc.gov

**The final page of this application MUST be signed to be considered.**

**Note:** Please use blue or black ink and write neatly. An illegible application may preclude you from consideration.

Position applying for: \_\_\_\_\_

Name (first, initial, last): \_\_\_\_\_

Current Address:

\_\_\_\_\_  
(Street and Apt. #) (City) (State) (Zip)

Mailing Address (if different from current):

\_\_\_\_\_  
(Street and Apt. #) (City) (State) (Zip)

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Gender: \_\_\_\_\_ Driver's License Number: \_\_\_\_\_

I am a U. S. Citizen or otherwise authorized to work in the United States on an unrestricted basis:

- Yes
- No

If applicable, please list your visa type, visa #, and expiration:

\_\_\_\_\_

Have you ever been convicted of a felony?

- Yes
- No

If yes, please explain: \_\_\_\_\_

\_\_\_\_\_

*First Name:*

*Middle Initial:*

*Last Name:*

**Employment History**

**Present or Most Recent Employer:** \_\_\_\_\_

Employer Address:

\_\_\_\_\_  
(Street and Apt. #) (City) (State) (Zip)

Position held: \_\_\_\_\_

Duties: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_ to \_\_\_\_\_ Supervisor: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Reason(s) for leaving: \_\_\_\_\_

**Previous Employer:** \_\_\_\_\_

Employer Address:

\_\_\_\_\_  
(Street and Apt. #) (City) (State) (Zip)

Position held: \_\_\_\_\_

Duties: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_ to \_\_\_\_\_ Supervisor: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Reason(s) for leaving: \_\_\_\_\_

**Previous Employer:** \_\_\_\_\_

Employer Address:

\_\_\_\_\_  
(Street and Apt. #) (City) (State) (Zip)

Position held: \_\_\_\_\_

Duties: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_ to \_\_\_\_\_ Supervisor: \_\_\_\_\_

*First Name:*

*Middle Initial:*

*Last Name:*

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Reason(s) for leaving: \_\_\_\_\_

**Education**

College or University: \_\_\_\_\_

Address:

\_\_\_\_\_  
(Street and Apt. #) (City) (State) (Zip)

Did you graduate: \_\_\_\_\_ Dates Attended: \_\_\_\_\_ to \_\_\_\_\_

- Yes
- No

Degree: \_\_\_\_\_ Major: \_\_\_\_\_

Advanced degree: \_\_\_\_\_ Major: \_\_\_\_\_

Advanced degree: \_\_\_\_\_ Major: \_\_\_\_\_

Special Honors / Awards:

\_\_\_\_\_  
\_\_\_\_\_

Technical or Vocational School: \_\_\_\_\_

Address:

\_\_\_\_\_  
(Street and Apt. #) (City) (State) (Zip)

Did you graduate: \_\_\_\_\_ Dates Attended: \_\_\_\_\_ to \_\_\_\_\_

- Yes
- No

Degree or Certification: \_\_\_\_\_ Specialty: \_\_\_\_\_

Special Honors / Awards:

\_\_\_\_\_  
\_\_\_\_\_

High School: \_\_\_\_\_

First Name:

Middle Initial:

Last Name:

Address:

\_\_\_\_\_  
(Street and Apt. #) (City) (State) (Zip)

Did you graduate: Dates Attended: \_\_\_\_\_ to \_\_\_\_\_

- Yes
- No

Special Honors / Awards:

\_\_\_\_\_  
\_\_\_\_\_

If you did not graduate high school, did you receive a GED?

- Yes
- No

**Position Information/Specifications**

How did you hear about this job? \_\_\_\_\_

What hours are you willing to work? \_\_\_\_\_

Are you willing and able to work on weekends?

- Yes
- No

Are you willing to travel if required?

- Yes
- No

What date are you available to start employment if offered? \_\_\_\_\_

Desired Salary: \_\_\_\_\_ per: (select one) year / hour

Describe your skills in computers/technology:

\_\_\_\_\_  
\_\_\_\_\_

*First Name:*

*Middle Initial:*

*Last Name:*

Languages spoken (other than English):

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Other skills you believe are pertinent to the position:

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*First Name:*

*Middle Initial:*

*Last Name:*

***Please read carefully before signing and dating your signature in the spaces provided below.***

**Equal Employment Opportunity**

It is the policy of the Town of Sunset Beach, NC (hereafter referred to as “the Town of Sunset Beach”) to select and employ the best qualified people in all areas of the town’s administration and governance, and to provide equal opportunity for the advancement of employees, including promotions and training, and to administer these activities in a manner which will not discriminate against anyone because of race, color, religion, gender, sexual orientation, age, national origin, non-job-related disabilities, or other characteristics protected by applicable federal, state, or local laws.

**Authorization for Release of Personal Information for Certification/Employment Purposes**

In order to determine my suitability for employment with the Town of Sunset Beach, I understand that the Sunset Beach Police Department must make a thorough investigation of my personal background to include personal records, financial records and criminal history information obtained from fingerprints. It is in the public’s interest that all relevant information concerning my personal and employment history be disclosed to the above agency.

I authorize and request that the following agencies and any other individual agency to produce and provide copies of any and all information to the authorized agent of the Sunset Beach Police Department regarding me, whether privileged or confidential in nature: Bank; Credit Union; Insurance Company, Lending or Financial; Credit Bureau; Criminal and Civil Courts; Consumer Report Agency; Educational Institution; Military Organization; Retail Business; Certification/licensing Commission; Former and Present Employer(s); Driver’s license information and driver history; Doctor or other health care professional including mental health, alcohol treatment center, hospital or other repository of medical records OR any other individual agency to produce and provide copies of any and all information to the authorized agent of the Sunset Beach Police Department regarding me, whether privileged or confidential in nature.

Moreover, I hereby release the Sunset Beach Police Department and Town of Sunset Beach from any civil or criminal liability whatsoever for seeking such requested information and for evaluating such information as it relates to my employment with the Town of Sunset Beach. Additionally, I hereby release the issuing agency and its agents, to release copies of any and all information to any agency or entity regulating the certification, authority, employment, or conduct of the applicant as deemed necessary. I hereby acknowledge that this authorization is valid for one (1) year or until the employment application or investigative process has been completed, whichever is later.

*First Name:*

*Middle Initial:*

*Last Name:*

**Acknowledgment from the Applicant**

I certify that the facts provided in this employment application are true and complete to the best of my knowledge. I understand and agree that any misrepresentation, falsification, or omission of information requested on this application may result in denial of my application and that, if I am accepted as an employee of the Town of Sunset Beach, and any facts presented either on this application, my résumé, or while I am employed are found to be untrue or incomplete, disciplinary action may be taken which may result in termination. I authorize all organizations, educational institutions, medical institutions, persons, law enforcement agencies, military services, and former employers to release any information they may have about me to the Town of Sunset Beach, and/or any agency acting as the agent of the Town of Sunset Beach for the purpose of a pre-employment background check. I release all parties from all liability for any damage that may result from furnishing this information to the Town of Sunset Beach. I understand that the Town of Sunset Beach's policy forbids its employees to participate in enterprises that may deter the responsible and prudent execution of the Town's responsibilities to the citizens of Sunset Beach, or occupy so much of my time as to detract from my performance for Sunset Beach, should I become an employee of the municipality.

I also understand that, should I become an employee of the Town of Sunset Beach, my employment relationship will be of an "at will" nature, which allows either party to terminate the relationship at any time. Specifically, I recognize that I may resign at any time, with or without reason, and that the Town of Sunset Beach may also discontinue my employment at any time with or without cause or prior notice. No employee of the Town of Sunset Beach has the authority to make any changes or revisions to the "at will" status of employees. No officer, manager, supervisor, or Council member, neither employed nor elected nor appointed, has the authority to modify, either orally or in writing, the "at will" employment status of employees.

As a candidate for employment, I understand, authorize, and consent to the Town of Sunset Beach or its agent(s) conducting drug and/or alcohol screenings. I consent to the release of the drug and/or alcohol screening results to an authorized representative of the Town of Sunset Beach for appropriate review. I release and agree to hold harmless the Town of Sunset Beach, its employees, and its agents from any and all liability, and claims of any nature whatsoever that may arise from or be related to the testing or the use of such test results. In consideration for my employment for the Town of Sunset Beach, I knowingly and voluntarily agree to initiate legal proceedings with respect to any claim I believe I have related to my employment with the town of Sunset Beach, including claims related to the termination of my employment within six (6) months of the action on which my claim is based, so long as there is no directly contrary statute. I understand that, in agreeing to this provision, I may be waiving my right to a longer statute of limitations otherwise applicable at such claim.

*First Name:**Middle Initial:**Last Name:*

*Town of Sunset Beach Employment Application*

**My signature below indicates that I have read, understood, authorize, and consent to all the above and hereby voluntarily agree to participate in the drug and/or alcohol-testing program.**

**My signature below indicates that all the information provided in this application is full, complete, and accurate.**

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

*First Name:*

*Middle Initial:*

*Last Name:*