



# Employment Application

## The Village of Bald Head Island

The Village of Bald Head Island is an equal opportunity employer; as such we consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other protected status.

An attached resume is encouraged; however, please complete application in full and do not state in any area of application "see attached resume". Please print completed application and mail to the address on the last page, ATTN: Human Resources, or save and email application to: [humanresources@villagebhi.org](mailto:humanresources@villagebhi.org).

Position applied for _____	Date _____
Date available to work: _____	Desired Salary _____
Where did you see advertisement _____	

<b>Personal Information</b>		
Name: _____		
Mailing Address: _____		
City _____	State _____	Zip _____
Home Phone _____	Other Phone _____	Email address _____
Social Security Number _____	DL NUMBER: _____	STATE: _____

### General Information

Are you currently employed? Yes \_\_\_\_\_ No \_\_\_\_\_

If YES, may we contact your employer? Yes \_\_\_\_\_ No \_\_\_\_\_

Are you legally eligible to work in the United States? Yes \_\_\_\_\_ No \_\_\_\_\_

Are any relatives or friends currently employed with the Village of Bald Head Island? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, state name and relationship \_\_\_\_\_

**Summary of Qualifications** (please give brief summary of your qualifications for the position applying for:

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# Professional Experience

Please begin with most recent employment

Employer \_\_\_\_\_ Title \_\_\_\_\_

Immediate Supervisor/Title \_\_\_\_\_ Contact # \_\_\_\_\_

Dates Employed: From \_\_\_\_\_ To \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

Salary History: Starting \_\_\_\_\_ hr/yr Final \_\_\_\_\_ hr/yr

Work performed:

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Employer \_\_\_\_\_ Title \_\_\_\_\_

Immediate Supervisor/Title \_\_\_\_\_ Contact # \_\_\_\_\_

Dates Employed: From \_\_\_\_\_ To \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

Salary History: Starting \_\_\_\_\_ hr/yr Final \_\_\_\_\_ hr/yr

Work performed:

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Employer \_\_\_\_\_ Title \_\_\_\_\_

Immediate Supervisor/Title \_\_\_\_\_ Contact # \_\_\_\_\_

Dates Employed: From \_\_\_\_\_ To \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

Salary History: Starting \_\_\_\_\_ hr/yr Final \_\_\_\_\_ hr/yr

Work performed:

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Describe any gaps in employment:

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## Education

School	Name Address of School	Course of Study	Years Completed	Diploma/Degree
High School				
Undergraduate College				
Graduate/ Professional				
Other (specify)				

Describe any specialized training, apprenticeship, skills, and extra-curricular activities: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

List any professional, trade, or business licenses, civic activities and offices held: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Describe any job-related training received in the United States Military: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Professional References

Name	Phone Number	Best Time to Call	Occupation

The Village of Bald Head Island is a "drug free" work place; employment eligibility may be subject to submitting to drug testing and once employment status is established, random periodic drug testing will be performed with or without notice.

If employed, would you be opposed to drug testing?      Yes \_\_\_\_\_      No \_\_\_\_\_

I understand that a positive drug screening will prohibit starting employment with the Village of Bald Head Island and further understand that once employed a positive drug screening may be cause for immediate discharge.

\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
Date

Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the activities involved in the job or occupation for which you have applied?      Yes \_\_\_\_\_      No \_\_\_\_\_

A review of the activities involved in such a job or occupation has been given

#### Applicant's Statement

I certify that answers given herein are true and complete. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I authorize the Village of Bald Head Island to collect from me any specimen required for drug screening and further authorize the Village of Bald Head Island to perform such drug screening as part of my pre-employment process. I authorize the Village of Bald Head Island to conduct a full employment background and criminal check using the information that I have provided in this application, resume and/or interview.

This application for employment shall be considered active for a period not to exceed six months. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization. In the event of employment I understand that false or misleading information given in my application or interview (s) may result in discharge. I understand also, that I am required to abide by all rules and regulations of the employer.

\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
Date



## The Village of Bald Head Island

Post Office Box 3009

Bald Head Island, NC 28461

(910) 457-9700

(910) 457-6206 Fax

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