

City Of Winston-Salem Application Procedures



WELCOME to the City of Winston-Salem's Human Resources Department.

Thank you for your interest in Employment Opportunities currently available at the City of Winston-Salem.

Please complete an application for **EACH** position for which you are applying. Be sure to indicate the **POSITION NAME & POSITION #** in the top right corner of your application.

OR you may make copies (on your own) of your original application and submit for each position for which you are applying.

Applications **MUST BE FULLY COMPLETED** (i.e. dates of employment, salary history, reference names and phone numbers, etc.) using **BLACK INK**.

Resumes **may not** be substituted for employment history.

After the application is received in Human Resources, it will be processed in consideration of the position indicated on the Employment Application. Applications from "qualified candidates" will be forwarded to the department for review.

For positions that require a typing test and/or math test, contact the Human Resources Department at (336) 747-6800 for testing hours and to schedule an appointment.

If you are selected by the department for an interview, you will be contacted by the Hiring Supervisor.

Only applicants that were selected for interviews will be notified when the position is filled.

Human Resources Applicant Hours:
Applications accepted daily, Monday - Friday,
8:00 a.m - 5:00 p.m.

Weekly job opportunities may be accessed by calling (336) 631-6496, 24 hours a day.
The recorded job listing is updated weekly.

**Visit our internet website
for a current listing of
City of Winston-Salem
job opportunities at the
following web address:
www.cityofws.org/oea.**

**The City of Winston-
Salem now accepts
employment applications
submitted online.**

EEO Information



The City of Winston-Salem's employment practices are guided by federal, state, and local rules and regulations guaranteeing employment opportunities to all persons without regard to and prohibiting discrimination or harassment on the basis of age, race, creed, color, sex, pregnancy, sexual orientation, religion, political affiliation or beliefs, national origin or disability, unless a bona fide occupational qualification exists. The information requested below is voluntary and failure to supply this information will not affect you as an applicant unless it is determined to be a bona fide occupational qualification. The sole purpose of this information is to measure the success of our recruitment efforts in reaching all segments of the population, and to comply with the Rehabilitation Act of 1973.

Name _____ Birth date _____

Position Sought _____ Sex: Male ____ Female ____

Ethnic Group/Background:

- _____ Black
- _____ White
- _____ Asian
- _____ Native Hawaiian/Pacific Islander
- _____ American Indian/Alaska Native
- _____ Hispanic/Latino
- _____ Two or More Races

Disability:

- _____ None/prefer not to report
- _____ Blind/severely visually impaired
- _____ Deaf/severely hearing impaired
- _____ Loss or limited use of lower/upper limbs
- _____ Mental/emotional illness
- _____ Respiratory impairment
- _____ Nervous system/neurological disorder
- _____ Other _____
(please specify)

How did you become aware of this vacancy?

- | | |
|------------------------------|---|
| _____ Job opportunities list | _____ Internet - Website _____ |
| _____ Newspaper ad | _____ Employment Security Commission |
| _____ City Employee | _____ School Counselor (High School, College, Military) |
| _____ Friend/Family Member | _____ JobLink Career Center |
| _____ Walk-In | _____ Career/Job Fair _____
(please specify location and date) |
| _____ City TV13 | _____ Television Advertisement _____
(please specify channel) |
| | _____ Other _____
(please specify) |

OUR MISSION

The City of Winston-Salem provides quality, affordable services that ensure the health, safety and well-being of citizens, while collaborating throughout the community to ensure its economic, social and environmental vitality.

**City Of Winston-Salem
Application for Employment**

An Equal Opportunity Employer
PLEASE RETURN TO:

Human Resources Dept., City of Winston-Salem
100 E. First St., Suite 131, Winston-Salem, NC 27101



Winston-Salem

Please use own handwriting. Entire application must be completed in BLACK INK

Date _____ 20 _____ Position Name & Number _____

PERSONAL

Name _____
Last First Middle

Present Address _____
Number Street City County State Zip

Home Telephone () _____ Business Telephone () _____
Area Code Number Area Code Number

Email Address _____ Are you at least 18 years of age? _____

Would you work: Full-Time ___ Temporary ___ Part-Time ___ Seasonal ___ Specify days and hours if part-time _____

Were you previously employed by the City? Yes ___ No ___ If yes, where and when? _____

Desired Salary \$ _____ Date available for work _____

List relatives now working for the City of Winston-Salem and their relationship _____

Person to be notified in emergency _____

Address _____
Last Name First Middle
Number Street City County State Zip

Emergency Number () _____ Relationship _____
Area Code Number

Do you have a valid driver's license? Yes ___ No ___
Class Number State

RECORD OF EDUCATION

School	Name & Address of School	Dates Attended	Did you Graduate?	Degree and Major
High School				
Technical, Business or Trade School				
College (s)				
Graduate				

SPECIAL QUALIFICATIONS AND SKILLS

Typing Speed _____ Skill with other equipment, software _____

Licenses, Professional Certificates currently held _____

EMPLOYMENT HISTORY

(Start with present or last job and work back. Ask for additional sheets if necessary)

1 EMPLOYER _____ DUTIES _____

Job title _____

From _____ To _____

Address _____

Telephone (_____) _____
Area Code Number

Supervisor _____

Number of people supervised by you _____ Salary \$ _____ Starting \$ _____ Ending

Reason for leaving _____

2 EMPLOYER _____ DUTIES _____

Job title _____

From _____ To _____

Address _____

Telephone (_____) _____
Area Code Number

Supervisor _____

Number of people supervised by you _____ Salary \$ _____ Starting \$ _____ Ending

Reason for leaving _____

3 EMPLOYER _____ DUTIES _____

Job title _____

From _____ To _____

Address _____

Telephone (_____) _____
Area Code Number

Supervisor _____

Number of people supervised by you _____ Salary \$ _____ Starting \$ _____ Ending

Reason for leaving _____

May we contact your present employer? Yes _____ No _____ (We shall contact only if you permit)

REFERENCES

(Do not list former employers or relatives)

Name	Business or Occupation	Address	Telephone

Have you EVER been convicted of an offense against the law or forfeited a bond? Please include ALL traffic violations. (Convictions may include, but are not limited to speeding tickets, motor vehicle moving violations and misdemeanors.)

Yes _____ No _____

Failure to provide the information requested or falsification of such will result in your disqualification for consideration of employment.

Date	Offense	City / State	Disposition

Note: A conviction does not automatically mean that you can not be employed. What you were convicted of and how long ago it occurred are important in placing you in the appropriate work.

MILITARY RECORD

Have you ever served in the U. S. Military Service? Yes ____ No ____

Date and type of discharge _____

SELECTIVE SERVICE

All men 18 through 25 years old are **REQUIRED** to register for Selective Service. Pursuant to Chapter 143B-421.1 of the North Carolina General Statutes, you are hereby required to register for Selective Service in order to be employed with the City of Winston-Salem.

Have you registered for Selective Service? Yes ____ No ____ If no, please indicate why. Female ____

Other reason(s): _____

NOTIFICATION OF APPLICANT DRUG TESTING POLICY

The City of Winston-Salem desires to protect its employees and the public by insuring that its employees are fit to perform their occupations. The City is committed to developing and administering a fair and consistent policy to promote and maintain a drug free work environment. The City will utilize professionally trained resources for testing.

All job applicants for full-time employment, as well as applicants for those part-time or temporary job classifications determined by the City Manager to come under this policy, will be required to undergo a drug test upon an offer of employment and prior to their final appointment.

An initial screening of the urine sample will be conducted by an approved laboratory followed by a gas chromatography/mass spectrometry (GC/MS) confirmation test to determine whether or not a urine sample is positive.

Job applicants shall be denied employment with the City if their drug test is positive.

A job applicant who refuses to consent to a drug test will be denied employment with the City.

CONDITIONS OF RESIDENCY REQUIREMENT

Effective January 17, 1994, no person shall be hired, promoted, reclassified or transferred to the position of City Manager, Assistant City Manager, City Attorney, Department, Division or Office Head, as determined by the City Manager, in accordance with the residency ordinance, unless that person maintains his principle residence within the corporate limits of the City, or establishes his principle residence within the corporate limits of the City within one-hundred and eighty (180) days of the effective date of the personnel action. Effective January 17, 1994, all persons hired, promoted, reclassified or transferred to a public safety position (sworn police personnel or fire suppression personnel below the level of Department, Division or Office Head) shall be required to maintain his principle residence in Forsyth County or any county contiguous to Forsyth County or establish his principle residence within one of said areas within one-hundred and eighty (180) days of the effective date of the personnel action.

Effective May 17, 1999, all persons hired, promoted, transferred or reclassified to City/County Purchasing Director, Emergency Management Director, Inspections Superintendent, Planning Director and Utilities Superintendent shall be required to maintain their principal residence in Forsyth County or establish their principal residence in the county within 180 days of the effective date of the personnel action.

I certify that I have read, or it has been read to me, the residency requirements adopted by the City Council of the City of Winston-Salem. I understand that if I falsify this statement or fail to meet the requirements of the residency policy, I will be subject to immediate discharge.

Signature of Applicant

Date

CONDITIONS OF EMPLOYMENT STATEMENT

As certified on the attached Employment Application, I declare that my answers to the questions are true and give the City of Winston-Salem the right to investigate all information given and to secure additional appropriate information if necessary. I understand that an investigative report may be made from information obtained through personal interviews with others. I understand that this inquiry may include information as to my character, general reputation, personal characteristics, and appropriateness for employment. In accordance with the law and my understanding of this statement, I authorize my current and former employers to give any information regarding my employment, together with all information regarding me, and hereby release from all liability or responsibility all persons, companies, or corporations furnishing such information in good faith. I also authorize the release of my scholastic ratings to the City of Winston-Salem by schools and other educational institutions that I have attended.

I further understand that the completion of this application does not assure me of a position with the City of Winston-Salem and does not obligate the City of Winston-Salem to me in any way. I further understand that any misleading or incorrect statements or the failure to complete all questions may render this application void and if employed, could be cause for immediate discharge.

I understand that any offer of employment is conditional upon my satisfying employment eligibility requirements of Immigration Reform and Control Act of 1986; and my passing an appropriate post-offer physical examination and drug test as required by the City of Winston-Salem.

Signature of Applicant

Date

The City of Winston-Salem prohibits discrimination on the basis of age, race, creed, color, sex, pregnancy, sexual orientation, religion, political affiliation or beliefs, national origin or disability unless a bona fide occupational qualification exists.

Requests for Reasonable Accommodation: "The City is subject to certain provisions within the Americans with Disabilities Act ("ADA"). Should you have a question concerning the ADA, its application to the City or a request for a reasonable accommodation, please contact the Human Resources Department or the City's ADA Coordinator in the City's Attorney's Office for further information."

INTERNAL USE ONLY:

Interview Date : _____ Interviewer: _____ Job Offered: Accepted Declined Withdrawn
(please print)

Employment Date: _____ Salary: _____ Position Name/#: _____

PRE-EMPLOYMENT: Drug Screen _____ Physical _____ Background Check _____