

# LEVAN TOWN

## APPLICATION FOR POSITION OF DEPUTY CLERK

READ THE FOLLOWING INSTRUCTIONS CAREFULLY BEFORE FILLING OUT THIS APPLICATION.

*The information you give will be used to determine your qualifications for employment. It is important that you answer all questions fully and accurately, failure to do so may delay your consideration and could mean loss of employment opportunities. If an item does not apply to you, or if there is no information to be given, please write in the letters "NA" or Not Applicable. You must sign and date this application.*

***Please attach a resume with references to the back of this application.***

### POSITION: Deputy Clerk

1. Type of employment: PART-TIME (Approx. 16 hrs./week)
2. Hourly rate

### PERSONAL INFORMATION:

3. Name: \_\_\_\_\_  
(First) (Middle initial) (Last)

Address: \_\_\_\_\_  
(Street/P.O. Box) (City) (State) (Zip)

Home Phone: \_\_\_\_\_ Other Phone: (specify) \_\_\_\_\_

4. Are you at least 16 years of age?  Yes  No
5. Are you a citizen of the U.S. or are you a lawfully immigrated alien who is legally eligible to work?  
 Yes  No
6. Have you been convicted of a felony within the last 10 years?  Yes  No

If yes, explain: \_\_\_\_\_  
*\*Please note: A conviction record will not necessarily be a bar to employment. Factors such as age at time of offense, seriousness and nature of the violation, and rehabilitation will be taken into account.*

7. Do you have any physical, mental or medical impairment that would prevent you from performing the essential functions of the job you are applying for?  Yes  No

If yes, explain: \_\_\_\_\_  
*\*Please note: Levantown will make reasonable accommodation for qualified handicapped individuals as required by law.*

8. Do you have a valid Driver's License?  Yes  No Number \_\_\_\_\_

Experience: Begin with your present or most recent job and describe all periods of employment, such as paid (full or part time), volunteer (full or part time), self employment, and/or military service. Account for your time during any intervals of unemployment other than when attending school. Attach additional sheets if necessary, using the same format.

Employer: \_\_\_\_\_

Telephone: \_\_\_\_\_

Complete address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Your Title: \_\_\_\_\_

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

From: \_\_\_\_\_ To: \_\_\_\_\_

Mo. Yr. Mo. Yr.

Last monthly pay: \$ \_\_\_\_\_

Hours per week: \_\_\_\_\_

Supervisors Name and Title: \_\_\_\_\_  
\_\_\_\_\_

Reason for leaving or seeking other  
employment: \_\_\_\_\_  
\_\_\_\_\_

Employer: \_\_\_\_\_

Telephone: \_\_\_\_\_

Complete address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Your Title: \_\_\_\_\_

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

From: \_\_\_\_\_ To: \_\_\_\_\_

Mo. Yr. Mo. Yr.

Last monthly pay: \$ \_\_\_\_\_

Hours per week: \_\_\_\_\_

Supervisors Name and Title: \_\_\_\_\_  
\_\_\_\_\_

Reason for leaving or seeking other  
employment: \_\_\_\_\_  
\_\_\_\_\_

Employer: \_\_\_\_\_

Telephone: \_\_\_\_\_

Complete address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Your Title: \_\_\_\_\_

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

From: \_\_\_\_\_ To: \_\_\_\_\_

Mo. Yr. Mo. Yr.

Last monthly pay: \$ \_\_\_\_\_

Hours per week: \_\_\_\_\_

Supervisors Name and Title: \_\_\_\_\_  
\_\_\_\_\_

Reason for leaving or seeking other  
employment: \_\_\_\_\_  
\_\_\_\_\_

**SKILLS AND ABILITIES**

Mark the skills in which you have experience and ability:

- Serving as receptionist and answering phones
- Customer Service
- Computer skills
- Microsoft Office Word
- Microsoft Office Excel
- Microsoft Office PowerPoint
- Basic Accounting and Finance
- Grammar, spelling, punctuation, expressing ideas clearly, etc.
- Grant writing
- Research skills
- Composing correspondence, preparing reports
- Filing, sorting, arranging documents
- Typing
- Transcribing from a recording
- Producing newsletters
- Social Media - website/blogs/Facebook/e-mail/etc.
- Other skills or abilities you feel may be important: \_\_\_\_\_

**EDUCATION**

Have you graduated from high school or completed a GED or equivalent?  Yes  No

Name and location of high school: \_\_\_\_\_

If no, circle highest year completed: 1 2 3 4 5 6 7 8 9 10 11 12

College, Business or Technical College Name/Location	Dates Attended	Official Major and area of emphasis	Credit Hours completed	Date Graduated	Type of degree obtained
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Other Education, trade school, correspondence etc... (Please specify as above)

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**CERTIFICATION**

Levan Town is an Equal Opportunity Employer and provides that employment and promotion shall be based on merit and qualifications, and shall in no way be influenced by race, religion, sex, color, national origin, age or handicap.

The information I have given on this application is true and correct to the best of my knowledge. Levan Town is authorized to make of all prior employment records; and authorize investigation of all statements in this application and/or statements made in the interviewing process. I understand that misrepresentation or omission of facts or falsification may subject me to disqualification or dismissal.

**Sign your name below in ink.**

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