

# Application for Employment

**Instructions:** It is the policy of the City to provide equal opportunity with regard to all terms and conditions of employment. The City complies with federal and state laws prohibiting discrimination on the basis of race, color, religion, sex, national origin, disability, veteran status, age, or any other protected characteristic.

**Please Print**

Position applied for: \_\_\_\_\_ Application Date: \_\_\_\_\_

Name: \_\_\_\_\_  
LAST FIRST MIDDLE

Address: \_\_\_\_\_  
STREET CITY STATE ZIP CODE

Home Phone: \_\_\_\_\_ Cellular/Other # \_\_\_\_\_ E-mail address: \_\_\_\_\_

Shift preferred  1  2  3  Any Expected pay: \_\_\_\_\_

Would you accept full-time work?  Yes  No Would you accept part-time work?  Yes  No

On what date would you be available for work? \_\_\_\_\_

How were you referred to our City? \_\_\_\_\_

Have you ever been employed here?  Yes  No If yes, please give dates \_\_\_\_\_

Is this application a request for reemployment following an extended military leave of absence from our City?  Yes  No  
If yes, additional information may be requested.

If you are under 18 years old, can you provide a work permit if required?  Yes  No

Are you legally eligible for employment in the United States? (If yes, proof is required if hired.)  Yes  No

Are you able to perform the "essential functions" of the job for which you are applying (with or without reasonable accommodation)?  
This question is not designed to elicit information about an applicant's disability. Please do not provide information about the existence of a disability, particular accommodation, or whether accommodation is necessary. These issues may be addressed at a later stage, to the extent permitted by law.  Yes  No  Need more information about job's "essential functions" to respond.

Will you travel if required?  Yes  No

Will you work overtime if required?  Yes  No

Have you ever been bonded?  Yes  No

Please provide your driver's license number, if driving is required for this job. \_\_\_\_\_ State \_\_\_\_\_

Have you entered into an agreement with any former employer or other party (such as a noncompetition agreement) that might, in any way, restrict your ability to work for our City?  Yes  No

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

## Employment Experience

Place an **X** by the employer(s) you **DO NOT** want us to contact. List your most recent employer first.

Employer: \_\_\_\_\_  
Contact Name: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Dates employed: from (mm/yy) \_\_\_/\_\_\_ to (mm/yy) \_\_\_/\_\_\_ Hourly rate/salary: starting \_\_\_/\_\_\_ final \_\_\_/\_\_\_  
Work Performed: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

Employer: \_\_\_\_\_  
Contact Name: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Dates employed: from (mm/yy) \_\_\_/\_\_\_ to (mm/yy) \_\_\_/\_\_\_ Hourly rate/salary: starting \_\_\_/\_\_\_ final \_\_\_/\_\_\_  
Work Performed: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

Employer: \_\_\_\_\_  
Contact Name: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Dates employed: from (mm/yy) \_\_\_/\_\_\_ to (mm/yy) \_\_\_/\_\_\_ Hourly rate/salary: starting \_\_\_/\_\_\_ final \_\_\_/\_\_\_  
Work Performed: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

Explain any gaps in your employment, other than those due to personal illness, injury or disability.

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

Have you ever been fired or asked to resign from a job?  Yes  No

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

## Education Background

**High School:** \_\_\_\_\_ **Location:** \_\_\_\_\_

Course of study: \_\_\_\_\_ Did you graduate?  Yes  No Degree or diploma \_\_\_\_\_

**College:** \_\_\_\_\_ **Location:** \_\_\_\_\_

Course of study: \_\_\_\_\_ Did you graduate?  Yes  No Degree or diploma \_\_\_\_\_

**Graduate School:** \_\_\_\_\_ **Location:** \_\_\_\_\_

Course of study: \_\_\_\_\_ Did you graduate?  Yes  No Degree or diploma \_\_\_\_\_

**Vocation Training/Other:** \_\_\_\_\_ **Location:** \_\_\_\_\_

Course of study: \_\_\_\_\_ Did you graduate?  Yes  No Degree or diploma \_\_\_\_\_

**Continuing Education:** \_\_\_\_\_

## Special Training or Skills

Languages, machine operation, etc., that would be of benefit in the job for which you are applying.

## References

List names and telephone numbers of three business/work references who are **not** related to you and are **not** previous supervisors. If applicable, list three school or personal references who are **not** related to you.

NAME	TITLE	RELATIONSHIP TO YOU	TELEPHONE	E-MAIL	YEARS KNOWN

## Anti-Discrimination Clause

This City does not tolerate unlawful discrimination or harassment based on sex, race, color, religion, national origin, citizenship, age, disability, or any other protected status under applicable federal, state or local laws. No question on this application is used to limit or exclude an applicant from employment consideration. Harassment of our employees is strictly prohibited, whether it is committed by a manager, coworker, subordinate, or non-employee (such as a vendor or customer). Examples of prohibited harassment include, but are not limited to, unwelcome physical contact, comments, jokes, or epithets, threats, insults, name-calling, offensive gestures, negative stereotyping, possession or display of derogatory pictures or other graphic materials, and any other words or conduct that demean, stigmatize, intimidate, or single out a person because of his/her membership in a protected category. The City takes all complaints of harassment seriously, and each will be investigated promptly and thoroughly.

## Applicant Statement

I certify that all the information submitted by me on this application is true and complete, and I understand that if any false or misleading information, omissions or misrepresentations are discovered, my application may be rejected, and if I am employed, my employment may be terminated at any time.

If hired, I agree to conform to the City's rules and regulations, and I understand that these rules and/or the employee handbook do not form a contract of employment either express or implied, and I agree that my employment and compensation can be terminated, with or without cause and with or without notice, at any time, at either my or the City's option.

I also understand and agree that the terms and conditions of my employment may be changed, with or without cause and with or without notice, at any time by the City. I understand that no City representative, other than its City Manager, and then only in writing and signed by the City Manager, has the authority to enter into any agreement for employment for any specific period of time, or to make any agreement contrary to the foregoing.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume, or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees, or representatives for seeking, gathering, and using truthful and nondefamatory information, in a lawful manner, in the employment process and all other persons, corporations, or organizations for furnishing such information about me.

I understand that this application remains current for only 30 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary for me to reapply and fill out a new application.

**Applicant's signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

## FOR OFFICE USE ONLY

Applicant number \_\_\_\_\_ Employee number \_\_\_\_\_ Hire date \_\_\_\_\_

Position \_\_\_\_\_

Rate \_\_\_\_\_ Class \_\_\_\_\_ Skill \_\_\_\_\_

Interview Results			
Interviewer			Date
Test Results			
Test Administered	Date	Score	Rating
Reference Checks			
Reference Name	Date Contacted	Contacted By	

**Attachments:**    Resume    Applicant interview notes    Applicant reference notes    Test results



## Background Consent/Release Form

Applicant's Legal Name (printed)

\_\_\_\_\_  
First Middle Last

Social Security Number \_\_\_\_\_ Date of Birth \_\_\_\_\_

Applicant's Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email address: \_\_\_\_\_ Phone number: \_\_\_\_\_

I, \_\_\_\_\_, authorize and give consent for the above named organization to obtain information regarding myself. This includes the following:

- Criminal background records/information
- Sex Offender Registry Checks
- Addresses
- Social Security Verification

I the undersigned, authorize this information to be obtained either in writing or via telephone in connection with my application. Any person, firm or organization providing information or records in accordance with this authorization is released from any and all claims of liability for compliance. Such information will be held in confidence in accordance with the organization's guidelines.

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

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

FOR CITY OF ATHENS USE ONLY:

DATE ENTERED: \_\_\_\_\_

BY: \_\_\_\_\_

**City of Athens, Tennessee**  
**Criteria for Exclusion of Employment Applicants**  
**Effective – October 1, 2009**

A person will be disqualified and prohibited from serving as an employee if the person has been found guilty of the following crimes:

**SEX OFFENSES**

- All sex offenses regardless of the amount of time since offense.  
**Examples include:** child molestation, rape, sexual assault, sexual battery, sodomy, prostitution, solicitation, indecent exposure, etc.

**FELONIES**

- All felony violence regardless of the amount of time since offense.  
**Examples include:** murder, manslaughter, aggravated assault, kidnapping, robbery, aggravated burglary, etc.
- All Felony offenses other than **violence** or **sex** regardless of the amount of times since offense.  
**Examples include:** drug offenses, theft, embezzlement, fraud, child endangerment, etc.

**MISDEMEANORS**

- All misdemeanor violence offenses regardless of the amount of time since offense.  
**Examples include:** simple assault, battery, domestic violence, hit & run, etc.
- All misdemeanor drug & alcohol offenses within the past **10 years**.  
**Examples include:** driving under the influence, simple drug possession, drunk and disorderly, public intoxication, possession of drug paraphernalia, etc.
- Any other misdemeanor within the past **10 years** that would be considered directly related to the functions of that job position.  
**Example include:** theft – if person is handling monies, etc.

Guilty is defined as a person found guilty following a trial, entered a guilty plea, entered a no contest plea accompanied by a court finding of guilty, regardless of whether there was an adjudication of guilt (conviction) or a withholding of guilt. These criteria do not apply if criminal charges resulted in acquittal, Nolle Prose, or dismissal.

A person may be disqualified and prohibited from employment, within the sole discretion of the City, if the person has been found guilty of any other crime, or committed any act, which reflects adversely on the person's character and fitness to meet the standards required to be an employee of the City.

**PENDING CASES**

Anyone who has been charged for any of the disqualifying offenses or for cases pending in court will not be considered for employment until the official adjudication of the case.

**NOTIFICATIONS**

Applicants meeting the requirements of these guidelines will not be given a copy of the background check. Applicants who **fail** to meet the requirements of these guidelines will be notified in writing and will be given a copy of the Fair Credit Reporting Act-Summary of Rights, a letter of disqualification and a copy of the actual screening report results and/or any information required by law at the time of the disqualification.

By signing below I acknowledge that I have read and understood the above guidelines.

Name \_\_\_\_\_ Date \_\_\_\_\_