

**APPLICATION FOR EMPLOYMENT
CHEATHAMCOUNTY GOVERNMENT
COUNTY GENERAL**

CHEATHAM COUNTY, TENNESSEE, IS An EQUAL OPPORTUNITY EMPLOYER and does not discriminate on the basis of race, sex, color, religion, national origin, age, disability or veteran status in employment opportunities and benefits as provided by Title VI of the Civil Rights Act of 1964, as amended.

Overview of the hiring and employment process: This Application is but one part of the hiring and employment process. Other parts may include an interview, an employment examination or test, and a demonstration of an ability to perform the essential functions of the job. If you need an accommodation in order to complete any part of the hiring and employment process, please call the following number: 615-792-2340.

Prior to completing this Application be sure to read the JOB DESCRIPTION of the position for which you are applying. As you complete this Application, please bear in mind the following:

- We reserve the right to check all information for accuracy and completeness
- All application for employment are a matter of public record

GENERAL INFORMATION

Date: _____ Positon Desired: _____

Are you Applying For: Full Time _____ Part Time _____ Seasonal _____

If Part Tim, What Days/Hours Are You Available: _____

Have You Applied with the County Before? (circle) Yes No

Have You Been Employed by the County Before? (circle) Yes No

PERSONAL INFORMATION

You're Name:

Last First Middle

Phone Number: Home () _____ Cell () _____ Work () _____

Address: _____

Number

Street

City

State

Zip Code

Do You Have A Legal Right To Work in The U.S.? (circle) Yes No

Are You Over The Age of 18? (circle) Yes No

Have You Ever Been Convicted of a Felony? This May be Relevant if Job-Related, but Does Not Bar You from Employment: (circle) Yes No

If Yes, Please Explain: _____

YOUR EDUCATION AND TRAINING

HIGH SCHOOL ATTENDED: _____

City

State

Do You Have A High School Diploma? (circle) Yes No

Please List Other education You Have Received:

<u>College/University/ Trade or Business Schools Attended</u>	<u>City/State</u>	<u>Degree Earned Type of Degree</u>	<u>Major Area Of Study</u>

List Other Training Received (special courses, work training, programs, armed forces training, etc.):

List Special Qualifications and Skills (licenses, skills with machines, patents or inventions, publications, etc.):

Based on the JOB DESCRIPTION of the position for which you are applying:

Are you able to perform the essential functions of the job for which you've applied?
(note: you may later be asked to demonstrate your ability to perform the essential functions)

_____ Yes, but I will need reasonable accommodations in order to perform the essential functions. * if you answer yes please complete question below.

*Please describe any accommodations you will need in order to adequately perform the essential functions of the position:

_____ Yes and I will **NOT** need reasonable accommodations in order to perform the essential functions.

REFERENCES

Please list three people, other than relative or former employers who have knowledge of your character and/or abilities:

Name	Mailing Address	Years Known	Phone #

Name

PRIOR EMPLOYMENT RECORD

List Below All Present and Past Employment Information and/or Substantive Volunteer Work:

Name and Address of **Current or Most** Recent Employer:

Phone Number _____ Your Supervisor _____

Your Job Title/Responsibilities _____

Date Hired _____ Date Left _____

Reason for Leaving _____

Starting Salary _____ Ending Salary: _____

May We contact This Employer: (circle) Yes No

Name and Address of **Previous** Employer:

Phone Number _____ Your Supervisor _____

Your Job Title/Responsibilities _____

Date Hired _____ Date Left _____

Reason for Leaving _____

Starting Salary _____ Ending Salary: _____

May We contact This Employer: (circle) Yes No

Name and Address of **Previous** Employer:

Phone Number _____ Your Supervisor _____

Your Job Title/Responsibilities _____

Date Hired _____ Date Left _____

Reason for Leaving _____

Starting Salary _____ Ending Salary: _____

May We contact This Employer: (circle) Yes No

*******IMPORTANT*******

I HEREBY AFFIRM THAT THE INFORMATION PROVIDED ON THIS APPLICATION (AND ACCOMPANYING RESUME, IF PROVIDED) IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT FALSIFIED INFORMATION OR SIGNIFICANT OMISSIONS MAY DISQUALIFY ME AND MY APPLICATION FROM FURTHER CONSIDERATION FOR EMPLOYMENT AND MAY BE CONSIDERED JUSTIFICATION FOR DISMISSAL IF DISCOVERED AT A LATER DATE.

I WAIVE ANY RIGHT OF PRIVILEGE, PRIVACY, AND/OR CONFIDENTIALITY I MAY HAVE IN THE INFORMATION PROVIDED BY REFERENCES OR OTHERS WHOM I HAVE INDICATED MAY BE CONTACTED.

Applicant signature

Date