



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 forgoing.

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 _____