

Application For Employment

The <u>**Town of Kingston Springs</u>** 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.</u>

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) 952-2110.

Prior to completing this application be sure to read the job description of the position of which you are applying. As you complete this application, please bear in mind the following:

- 1. We reserve the right to check all information for accuracy and completeness.
- 2. All applications for employment are a matter of public record.
- 3. If you need accommodation in order to complete this application, please notify the town.

General Information

Date:	Position Desir	red:		
Are you applying for:	full-time	part-time	seasonal	
If part-time, what days/hours	s are you availa	uble?		
Have you applied with the to	wn before? (C	Circle) yes	no	
Have you been employed by	the town before	re? (Circle) ye	es no	

Personal Information

Your name			
Last		First	Middle
Social Security Number:			
Phone Number: Home	l	Business	
Cell		Email	
Address			
City	State		Zip Code
speeding or parking) crime	ted of a felony? (ted of a misdeme involving moral	Circle) yes anor (other th urpitude, i.e.	nan a minor traffic offense, such as ., dishonesty crime, theft, etc., or a
misdemeanor which would	affect fulfilling y	our job posit	ion? (Circle) yes no
If yes, please explain:(Note: this may be relevant if job	h related but does n	ot nacaerarih, h	an you from amployment)
prote. This may be relevant if for	reiuleu, oui uoes ne	n necessarity D	a you from employment).

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:

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

List other training received (special courses, work training programs, armed forces training, etc.):

List special qualifications and skills (licenses, computer skills, 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 (please complete the next question)

Yes, and I will not need reasonable accommodations in order to perform the essential functions.

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

References

Please list four persons, other than relatives or former employers who have knowledge of your character and/or abilities:

Name	Mailing Address	Yrs. Known	Phone

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Prior Employment Record

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List below all present and past employment information:

Name and address of current o	r most recent employe	э г :	 	
Phone number:				
Your supervisor:				
Your job title/responsibilities:				
Date hired:	Date left:		e.	1
Reason for leaving:				
Starting salary:	Ending salary:			
May we contact this employer:	yes no			

Name and address of previous e	employ	ег.	
Phone number:			
Your supervisor:			
Your job title/responsibilities:			
Date hired:	Date	e left:	
Reason for leaving:			
Starting salary:	Endi	ng salary:	
May we contact this employer:	yes	no	

Name and address of previous en	nployer		
Phone number:			
Your supervisor:			
Your job title/responsibilities:			
Date hired:	Date	e left:	
Reason for leaving:	_		
Starting salary:	Endir	ig salary:	
May we contact this employer:	yes	no	

Name and address of previous e	mployer:	
Phone number:		
Your supervisor:		· · · · · · · · · · · · · · · · · · ·
Your job title/responsibilities:		
Date hired:	Date left:	
Reason for leaving:		
Starting salary:	Ending salary:	
May we contact this employer:	yes no	

Name and address of previous en	ployer:
Phone number:	
Your supervisor:	
Your job title/responsibilities:	
Date hired:	Date left:
Reason for leaving:	
Starting salary:	Ending salary:
May we contact this employer:	yes no

IMPORTANT

I hereby affirm that the information provided on this application (and accompanying resume, if any) is true and complete to the best of my knowledge. I understand that falsified information or significant omission may disqualify me and my application from further consideration for employment and may be considered justification for dismissal if discovered at a later date.

This application for the position you are applying <u>may</u> require occasional or regular handling of monies for the Town; and you may be required to be bonded; further, you may be required to drive a Town vehicle for job related work; therefore, please complete the following:

Criminal Background Check Authorization

I, the below signed job applicant, do hereby authorize the Town of Kingston Springs or its designee to conduct a criminal background check on me as a part of the job application process. I hereby authorize any law enforcement agency to release information, records and documents concerning any criminal charges brought against me.

Driver's License No.:	State:
Applicant's Full Name:	
Social Security Number:	
Applicant's Date of Birth:	Today's Date:
Applicant's Signature:	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 Signatur	e:
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Date:

For Personnel Department Use Only

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Interviewer Date Employed: (Circle) Yes No Date of Employment: Job Title: Department: Position: (Circle) Hourly Salaried Rate: Hourly Rate: Salaried:	Position(s) Considered For	
Arranged Interview: (Circle) Yes No Remarks:		
Remarks:		
Remarks:		
Interviewer Date Employed: (Circle) Yes No Date of Employment: Job Title: Department: Position: (Circle) Hourly Salaried Rate: Hourly Rate: Salaried:	Arranged Interview: (Circle) Ye	s No
Interviewer Date Employed: (Circle) Yes No Date of Employment: Job Title: Department: Position: (Circle) Hourly Salaried Rate: Hourly Rate: Salaried:	Remarks:	
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Employed By:	Interviewer Employed: (Circle) Yes No Job Title: Position: (Circle) Hourly Sa Rate: Hourly Rate:	Date of Employment: Date of Employment: Department: alaried Salaried:
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