

FAYETTE COUNTY, TENNESSEE

APPLICATION FOR EMPLOYMENT

FAYETTE COUNTY 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.

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, drug and alcohol testing, 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: (901) 465-5202

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 applications for employment could become an open, public record if required by lawful subpoena, open records request, or investigation of government entity.
- If you need accommodation in order to complete this *Application*, please notify the HR office.

APPLICANT INFORMATION

Name: _____
Last First M.I.

Address: _____
Street Address

City State Zip Code

Phone: _____ **Email:** _____

Do you have a legal right to work in the U.S.? Yes No

Are you over the age of 18? Yes No

Driver's License Number (if required by job): _____

Date: _____ **Position desired:** _____

Are you applying for: _____ Full-time _____ Part-time _____ Seasonal

If part-time, what days/hours are you available? _____

IF A BACKGROUND CHECK IS NEEDED, DO YOU CONSENT? Yes No

HAVE YOU EVER APPLIED WITH THE COUNTY BEFORE? Yes No

HAVE YOU EVER BEEN EMPLOYED BY THE COUNTY BEFORE? Yes No

If yes, please complete the following.

Length of Service: _____ **Position Held:** _____

Department: _____

YOUR EDUCATION AND TRAINING

High School: _____

Address: _____ **Did you graduate?** Yes No
City State

College: _____

Address: _____ **Did you graduate?** Yes No
City State

Degree earned: _____ **Area of study:** _____

Other College or School: _____

Address: _____ **Did you graduate?** Yes No
City State

Degree earned: _____ **Area of study:** _____

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.):

PRIOR EMPLOYMENT HISTORY

Company: _____ **From:** _____ **To:** _____

Address: _____ **Phone #:** _____

Job Title/Responsibilities: _____

Date Hired: _____ **Date Left:** _____

Reason for Leaving: _____

Supervisor: _____ **May we contact?** Yes No

Company: _____ **From:** _____ **To:** _____

Address: _____ **Phone #:** _____

Job Title/Responsibilities: _____

Date Hired: _____ **Date Left:** _____

Reason for Leaving: _____

Supervisor: _____ **May we contact?** Yes No

Company: _____ **From:** _____ **To:** _____

Address: _____ **Phone #:** _____

Job Title/Responsibilities: _____

Date Hired: _____ **Date Left:** _____

Reason for Leaving: _____

Supervisor: _____ **May we contact?** Yes No

REFERENCES

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

Name	Mailing Address	Phone #	# Years Known

**** 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 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.

Unless accommodation is requested, acceptance of a job affirms that you can perform the duties set forth in the job description.

Applicant Signature

Date

Please return this fully completed and signed to the Fayette County Mayor's Office or to the department from which you are seeking employment. Contact information for the County Mayor is:

Fayette County Mayor, P.O. Box 218, 13095 N. Main St., Somerville, TN 38068
Email - mayor@fayetttn.us Office (901) 465-5202