

City of Munford

Munford, Tennessee 38058

(901) 837-5980

APPLICATION FOR EMPLOYMENT

We consider applications for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of non-job-related medical condition disability; or any other legally protected status.

OVERVIEW OF THE HIRING AND EMPLOYMENT PROCESS: This application, an interview, an employment examination or test, and a demonstration of an ability to perform the essential function of the job. If you need an accommodation in order to complete any part of the of the hiring and employment process, please call the following number: **(901) 837-5980.**

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

- a. We reserve the right to check all information for accuracy and completeness
- b. All applications for employment are a matter of public record
- c. If you need accommodation in order to complete this Application, please notify the municipality.

(PLEASE PRINT)

Position(s) Applied For	Date of Application
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Last Name	First Name	Middle Name		
Address Number	Street	City	State	Zip Code
Telephone number(s)	Social Security Number			

Have you ever filed an application with us before? Yes No

Have you ever been employed with the us before? Yes No

Are you currently employed? Yes No

May we contact your present employer? Yes No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? (Proof of citizenship status will be required upon employment) Yes No

On what date would you be available for work? _____

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

Are you currently on "lay-off" status and subject to recall?

__ Yes __ No

Have you ever been arrested?

__ Yes __ No

Conviction will not necessarily disqualify an applicant for employment.

If Yes, please explain _____

Education

	Elementary School	High School	College
School Name and Location			
Years Completed	4 5 6 7 8	9 10 11 12	1 2 3 4
Diploma/Degree			
Describe Course of Study			
Describe any specialized Training, skills, and extra curricular activities			
Describe any honors you have received			
State any additional information you feel may be helpful to us in considering your application			

List professional, trade, business or civic activities and offices held.

You may exclude memberships which would reveal sex, race, religion, national origin, age, ancestry, or other protected stat

References

Give name, address and telephone number of three references who are not related to you and are not previous employers

1. _____
2. _____
3. _____

Have you ever had any job-related training in the United States Military? Yes No

If Yes, please describe _____

Special Skills and Qualifications

Summarize special job-related skills and qualifications acquired from employment of other experience.

Employment experience

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disability or other protected status.

Employer		Dates Employed		Work Performed
		from	to	
Address				
Telephone Number(s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				

Employment experience

Employer		Dates Employed		Work Performed
		from	to	
Address				
Telephone Number(s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				

Employer		Dates Employed		Work Performed
		from	to	
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Telephone Number(s)		Hourly Rate/Salary		
		Starting	Final	
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Employer		Dates Employed		Work Performed
		from	to	
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Telephone Number(s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				

Employer		Dates Employed		Work Performed
		from	to	
Address				
Telephone Number(s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				

If you need additional space, please continue on a separated sheet of paper.

Applicant's Statement

I certify that the answers given are true and complete to the best of my knowledge.

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.

This application for employment shall be considered active for a period of time not to exceed 30 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

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.

Signature of Applicant

Date

FOR PERSONNEL DEPARTMENT USE ONLY

Arrange Interview Yes No

Remarks _____

Interviewer

Date

Employed Yes No Date of E _____

Job Title _____ Hourly Rate/
Salary _____ Department _____

By _____

NAME AND TITLE

DATE

NOTES

ATTENTION APPLICANT - IMPORTANT

(Must read prior to completing applications)

The information you provide in this will determine if you meet the minimum qualifications for this job and whether you will be rated qualified or unqualified for this position under the provisions of the City of Munford.

You must provide SPECIFIC information regarding your education and experience Relevant to the minimum qualifications on the position applied for.

- 1. Names of companies or educational institutions.**
- 2. Actual dates worked.**
- 3. Number of hours worked.**
- 4. Type of work performed.**

FAILURE TO PROVIDE THIS SPECIFIC INFORMATION MAY DISQUALIFY YOU FROM FURTHER CONSIDERATION FOR THIS JOB.

Applicant's signature _____ Date _____