



City of Hendersonville JOB APPLICATION

Position applied for: _____ Date of Application: _____

Name: _____
(Last) (First) (Middle Initial) (Preferred Name)

Address: _____
(Street) (Unit/Apt #)

(City) (County) (State) (Zip)

Telephone Number: Home: (____) _____ Cell: (____) _____ Contact me by: phone
Email: _____ email

Have you previously worked for the City of Hendersonville? Yes No If Yes, When? _____
Department: _____ Who was your supervisor? _____ Type: Full Time Part Time

Do you have any relatives currently working for the City of Hendersonville? Yes No
If Yes, Who? _____ Relationship? _____

Were you referred by a current City employee? If so, who? _____

Are you a Veteran of the US Military? Yes No (If yes, please provide a copy of your DD-214 with application)

The minimum age to work as a firefighter is 18 years of age. Are you 18 years of age or older? Yes No
The minimum age to work as a police officer is 21 years of age. Are you 21 years of age or older? Yes No

Do you have the legal right to work in the United States and can you provide proof? Yes No

Do you have a valid Driver's License? Yes No If Commercial Driver's License, CDL#: _____

If hired, when would you be available to start? _____

Have you ever been convicted of a Felony? Yes No If yes, please provide information (attach another sheet if necessary): _____

Are you able to perform the essential functions of this position for which you have applied? Yes No
(Note: you may be asked to demonstrate your ability to perform the essential functions).

EDUCATION

<i>Schools Attended</i>	<i>Major (for post High School)</i>	<i>Graduate (Y/N)</i>	<i>Degree/Diploma</i>

EMPLOYMENT HISTORY

Begin with current or most recent Employer. Please attach your resume to include additional employment.

Employer Name _____	Dates From _____ - _____ <small>(Month/year) (Month/year)</small>
Street Address _____	City _____ State _____ Zip _____
Job Title _____	Currently Employed <input type="checkbox"/> Yes <input type="checkbox"/> No
Supervisor _____	Business Phone (____) _____ Email _____
Reason for Leaving _____	

Employer Name _____	Dates From _____ - _____ <small>(Month/year) (Month/year)</small>
Street Address _____	City _____ State _____ Zip _____
Job Title _____	Currently Employed <input type="checkbox"/> Yes <input type="checkbox"/> No
Supervisor _____	Business Phone (____) _____ Email _____
Reason for Leaving _____	

Employer Name _____	Dates From _____ - _____ <small>(Month/year) (Month/year)</small>
Street Address _____	City _____ State _____ Zip _____
Job Title _____	Currently Employed <input type="checkbox"/> Yes <input type="checkbox"/> No
Supervisor _____	Business Phone (____) _____ Email _____
Reason for Leaving _____	

Employer Name _____	Dates From _____ - _____ <small>(Month/year) (Month/year)</small>
Street Address _____	City _____ State _____ Zip _____
Job Title _____	Currently Employed <input type="checkbox"/> Yes <input type="checkbox"/> No
Supervisor _____	Business Phone (____) _____ Email _____
Reason for Leaving _____	

SKILLS and QUALIFICATIONS

Summarize any special skills and/or qualifications acquired from employment or experiences that may qualify you to work for the City of Hendersonville, such as licenses, certifications, types of equipment operated, types of computer programs used, any professional or trade organizations you are involved in, etc.

PROFESSIONAL REFERENCES

Complete all the information below for three (3) professional references. Please do not list family members.

Name _____	Phone # (_____) _____
Street Address _____	City _____ State _____ Zip _____
Relationship _____	Years Known _____
Email _____	Comments: _____

Name _____	Phone # (_____) _____
Street Address _____	City _____ State _____ Zip _____
Relationship _____	Years Known _____
Email _____	Comments: _____

Name _____	Phone # (_____) _____
Street Address _____	City _____ State _____ Zip _____
Relationship _____	Years Known _____
Email _____	Comments: _____

DECLARATION OF APPLICANT

I understand that the filing of this application merely places my name in consideration for employment and in no way guarantees me a job or a right to any job. I further understand that any falsification in this application or omission of a material fact may be grounds for rejection of my application or termination of employment.

I acknowledge that temporary and probationary employment as defined by the City's personnel rules may be terminated with or without cause and that employees of the City's classified service are afforded employment rights only as expressly provided for in the City's personnel rules.

I understand that consideration for employment in this position is contingent upon the results of a reference and potential background check. I, therefore, authorize the City of Hendersonville to investigate all statements made on this Employment Application and to document such findings. I understand this application and supporting documentation are subject to the open records laws applicable to municipalities in the State of Tennessee and, by law, will have to be available for public inspection.

I further authorize any agents acting on behalf of the City of Hendersonville to contact my former employer(s) and any listed references or other persons who can verify information, and I give my consent for former employer(s) and other contacted persons to respond to questions pertaining to information on this Employment Application. Further, I release from liability any individual contacted by and supplying information to the City of Hendersonville.

I agree to conform to the City of Hendersonville's Drug Free Workplace policy and agree to submit to drug tests as required as a condition of my employment.

Applicant Signature

Date

NOTICE TO APPLICANT

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, employment examinations or tests, and a demonstration of ability to perform the essential functions of the job.

Prior to completing this application, be sure to read the Job Description of the position for which you are applying. As you complete this Employment Application, please keep in mind the following:

- We reserve the right to check all information for accuracy and completeness.
- All Employment Applications are a matter of public record.
- Employment Application must be SIGNED to be valid.

The Equal Employment Opportunity Policy of the City of Hendersonville is to provide equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. The City of Hendersonville hires and promotes individuals solely on the basis of their qualifications for the job to be filled.

The City of Hendersonville believes that employees should be provided with a working environment which enables each employee to be productive and to work to the best of their ability. We do not condone or tolerate an atmosphere of intimidation or harassment based on race, color, religion, national origin, gender, sexual orientation, age, marital status or disability.

The City expects and requires the cooperation of all employees in maintaining a discrimination and harassment-free atmosphere.

SUBMIT APPLICATION

Some positions may require additional information such as a Supplemental Application or past examples of work. Please make sure you have completed all necessary application materials for this position that you are interested in. Incomplete Employment Applications will not be accepted. All recruitment information can be found on the City's website at www.hvilletn.org under the HR Department page.

You must submit the original signed Job Application. We do not accept faxed or mailed applications. Please submit ALL application(s) and materials (i.e., resumes, cover letters, letters of recommendation, etc.) by email to hr@hvilletn.org or in person to the following address:

City of Hendersonville
Personnel Office
101 Maple Drive North
Hendersonville, TN 37075