



# EMPLOYMENT APPLICATION

MUST BE FILLED OUT IN BLUE OR BLACK INK



Position applied for: \_\_\_\_\_ Date of Application: \_\_\_\_\_

Name: \_\_\_\_\_  
(Last) (First) (Middle Initial) (Preferred)

Address: \_\_\_\_\_  
(Street) (Apt #)  
\_\_\_\_\_  
(City) (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? \_\_\_\_\_ Employment Type:  Full Time  Part Time

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

Are you a Veteran of the US Military?  Yes  No Are you 18 years of age or older?  Yes  No  
If Yes, please provide a copy of your DD-214 with application.

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

If hired, when could you start? \_\_\_\_\_  
If hired, can you provide proof that you are eligible to work in the United States?  Yes  No  
Do you have a valid Driver's License?  Yes  No If CDL, provide CDL#: \_\_\_\_\_  
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

Do you have a High School diploma or GED?  Yes  No

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

(A copy of your diploma(s) and/or official transcript(s) may be required depending on the position)

## **EMPLOYMENT HISTORY**

Begin with current or most recent Employer. Use additional sheets if necessary.

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

### **NOTICE TO APPLICANT**

*The City of Hendersonville, Tennessee 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. In accordance with Tennessee law, the City of Hendersonville is a Smoke-Free Workplace.*

**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. If you need an accommodation in order to complete any part of the hiring and employment process, please call the following number: **(615) 264-5314**.

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.**

### **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 Drugs in the Workplace policy and agree to submit to drug tests as required as a condition of my employment.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

**ATTACHMENT A**  
**Authority to Release Information**

**TO WHOM IT MAY CONCERN:**

I hereby authorize any Police Officer, or other authorized representative of the Hendersonville Police Department or City of Hendersonville Personnel Department employee, bearing this release, or copy thereof, within two years of its date, to obtain any information in your files pertaining to my employment, military, credit or educational records including but not limited to academic, achievement, attendance, athletic, personal history, and disciplinary records. I hereby direct you to release such information upon request of the bearer. This release is executed with full knowledge and understanding that the information is for the official use of the Hendersonville Police Department and/or City of Hendersonville Personnel Department to furnish such information as is described above, to third parties in the course of fulfilling its official responsibilities. I hereby release you, as the custodian of such records, the Hendersonville Police Department and/or City of Hendersonville Personnel Department and any school, college, university, or other educational institution, credit bureau, lending institution, consumer reporting agency, or retail business establishment including its officers, employees, or related personnel, both individually and collectively, from any and all liability for damages of whatever kind, which may any time result in me, my heirs, family or associates because of compliance with this authorization and request to release information, or any attempt to comply with it. Should there be any questions as to the validity of this release, you may contact me as indicated below.

**Signature:** \_\_\_\_\_ **Today's Date:** \_\_\_\_\_

**Full Name:** \_\_\_\_\_

**Parent or Guardian (only if a minor):** \_\_\_\_\_

**Driver's License Number:** \_\_\_\_\_ **State of Issue:** \_\_\_\_\_

**Last 4 digits of SS#:** \_\_\_\_\_

