



City of Mt. Juliet

2425 North Mt. Juliet Rd. ♦ Mt. Juliet, TN. 37122 ♦ (615) 754-2552 – Phone ♦ (615) 754-5742 - Fax

APPLICATION FOR EMPLOYMENT

Title of Position for which you are applying: _____			
Department: _____			
Your Name: _____			
Last	First	Middle	
Address: _____			
Street	City	State	Zip
Telephone Number:	Daytime () _____	Social Security Number _____	
	Evening () _____		

If necessary, best time to call you at home is : _____

May we contact you at work..... YES NO

If yes, work number and best time to call () : _____

Are you 18 years of age or older?..... YES NO

Have you ever been employed with the City of Mt. Juliet before? YES NO

If yes, give dates to _____

Are you legally eligible for employment in this country?..... YES NO

(Proof of U.S. Citizenship or immigration status will be required upon employment)

Date available for work.....

Type of employment desired FULL TIME PART TIME TEMPORARY SEASONAL

Will you work overtime if required?..... YES NO

Have you been convicted of a felony in the last seven (7) years?..... YES NO

(Such conviction may be relevant if job related, but may not bar you from employment)

If yes, please explain _____

Do you have a valid driver's license (if required for the job)? YES NO # _____ State _____

Type of license (Operator, Commercial, Chauffeur)? _____

Are you related by blood, adoption or marriage to a current employee or official of the City of Mt. Juliet?
 YES NO

If so, to whom? _____ What is your relationship? _____

How did you learn about this employment opportunity? _____

If a current employee of the City assisted in recruiting you, what is the name of that employee? _____

EMPLOYMENT HISTORY

List your last four (4) employers, assignments or volunteer activities, starting with the most recent, including military experience.

#1 - Most Recent/Present Employer: _____

Address: _____

Dates Employed: From _____ To _____ Job Title: _____

Immediate Supervisor & Title: _____ Phone Number: _____

Hourly Rate/Salary (Final) \$ _____ per _____ Reason for leaving: _____

May we contact this reference: YES NO

Summarize the nature of the work performed & job responsibilities: _____



#2 - Past Employer: _____

Address: _____

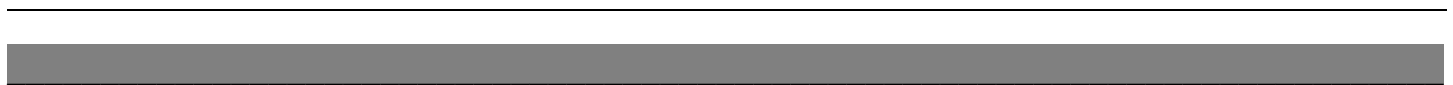
Dates Employed: From _____ To _____ Job Title: _____

Immediate Supervisor & Title: _____ Phone Number: _____

Hourly Rate/Salary (Final) \$ _____ per _____ Reason for leaving: _____

May we contact this reference: YES NO

Summarize the nature of the work performed & job responsibilities: _____



#3 - Past Employer: _____

Address: _____

Dates Employed: From _____ To _____ Job Title: _____

Immediate Supervisor & Title: _____ Phone Number: _____

Hourly Rate/Salary (Final) \$ _____ per _____ Reason for leaving: _____

May we contact this reference: YES NO

Summarize the nature of the work performed & job responsibilities: _____



#4 - Past Employer: _____

Address: _____

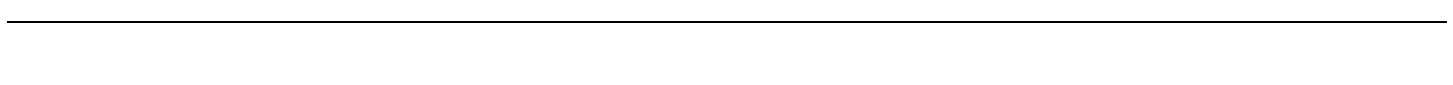
Dates Employed: From _____ To _____ Job Title: _____

Immediate Supervisor & Title: _____ Phone Number: _____

Hourly Rate/Salary (Final) \$ _____ per _____ Reason for leaving: _____

May we contact this reference: YES NO

Summarize the nature of the work performed & job responsibilities: _____



EDUCATIONAL BACKGROUND

A. School/Address	Number Yrs Completed	Number Hrs Completed	Degree Diploma	Major Minor
1.				
2.				
3.				

B. College/University				
1.				
2.				
3.				

REFERENCES

List the names and telephone number of three business/work references who are not related to you and are not previous supervisors. If not applicable, list three school or personal references who are not related to you.

Name	Telephone Number	Years Known
1.		
2.		
3.		

List professional, trade, business, or civic associations and any offices held. (Exclude memberships which would reveal sex, race, religion, national origin, age, color, disability or other protected status.)

Organization	Offices Held

OTHER

List any personal circumstances (such as relocation, retirement, school attendance, etc.) that would assist us in placing you in a position to best accommodate your lifestyle.

List any additional information that you would like us to consider: _____

IMPORTANT

The City of Mt. Juliet is an equal opportunity employer and does not discriminate on the basis of sex, race, color, religion, national origin, age, disability or veteran status in employment opportunities and benefits.

The employment application is but one part of the hiring process, which 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 contact the Human Resources Department.

I certify that, to the best of my knowledge and belief, all of the information and statements provided by me in and with this application are true, correct, complete and provided in good faith.

It is understood and agreed upon that any misrepresentation by me in this application will be sufficient cause for cancellation of this application and/or separation from the employer's service if I have been employed.

I give the City of Mt. Juliet the right to investigate all references, including detailed background checks and to secure additional information about me. I consent to the release of information to the City of Mt. Juliet about my ability and fitness for employment by employers, schools, law enforcement agencies and other individuals and organizations. I hereby release from liability the City of Mt. Juliet and its representative for seeking such information and all other persons, corporations or organizations for furnishing such information.

The City of Mt. Juliet is an Equal Opportunity Employer and is Title VI compliant. The City of Mt. Juliet does not discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant's consideration for employment on a basis prohibited by local, state or federal law.

I understand that just as I am free to resign at any time, the City of Mt. Juliet reserves the right to terminate my employment pursuant to the City's Personnel Rules and Regulations. I understand that no representative of the City of Mt. Juliet has the authority to make any assurances to the contrary.

Signature of Applicant _____

Date _____

**NOTICE TO APPLICANTS
AND EMPLOYEES**

Screening tests for alcohol and
illegal drug use may be required
before hiring and during your
course of employment here.

We are proud to be a
DRUG-FREE
WORKPLACE

CITY OF MT. JULIET VOLUNTARY DEMOGRAPHIC INFORMATION FORM

The City of Mt. Juliet does not discriminate on the basis of race, sex, color, religion, national origin, age, disability or veteran status in employment opportunities or benefits or in the provision of services, programs, or activities. This information will not be a factor in consideration for your job application. The City of Mt. Juliet is an EQUAL OPPORTUNITY EMPLOYER. While completion of this form is completely voluntary, the City of Mt. Juliet does wish to maintain demographic information about persons who apply for its job openings in order to evaluate whether its means of publicizing its job openings is resulting in application, which are representative of the community. For this reason, you are asked to complete this form and turn it in with your application. These forms will be immediately removed from your application when submitted to the Human Resources Department.

DO NOT WRITE YOUR NAME, ADDRESS OR ANY OTHER IDENTIFYING INFORMATION ON THIS FORM.

Department Applied for: _____

Job Title Applied for: _____

Sex: _____ Male _____ Female

Race/Ethnic Group:

_____ African American _____ American Indian/Alaskan Native
_____ Asian/Pacific Islander _____ Caucasian
_____ Hispanic

Age:

_____ Under 40 years of age _____ 40 or more years of age

Disability:

_____ I do not have a disability _____ I have a disability

I first learned of this job from :

_____ Employee Referral
_____ Walk-In
_____ City Posting
_____ Local Newspaper
_____ Local Access Channel #
_____ Another Governmental Agency
_____ Other (Please describe) _____