



Application for Employment

300 Gary Wade Boulevard • Sevierville, TN 37862
 Phone (865) 453-5506 Fax (865) 453-6680

This application for employment is good for 6 months only. Consideration for employment after 6 months requires a new application.

(PLEASE PRINT)

Position Applied For	Date of Application		
How did you learn about us: • Advertisement • Friend • Relative • Walk-in • Other			
Last Name	First Name	Middle Name	
Street Address	City	State	Zip Code
Home Phone	Cell Phone	Social Security #	

The City of Sevierville is an equal opportunity employer and does not discriminate against otherwise qualified applicants on the basis of race, color, creed, religion, ancestry, age, sex, marital status, national origin, disability or handicap, or veteran status.

If you are under 18 years of age, can you provide required proof of your eligibility to work? Yes No

Have you ever filed an application with the City before? Yes No
 If Yes, Give Date _____

Have you ever been employed with the City before? Yes No
 If Yes, Give Date _____

Do any of your friends or relatives work here? Yes No
 If Yes, state name, relationship and location: _____

Are you currently employed? Yes No May we contact your present employer? Yes No

Are you legally eligible for employment in the United States? Yes No
(If offered employment, you will be required to provide documentation to verify eligibility.)

Date available for work: _____ / _____ / _____ What is your desired salary range? _____

Are you available to work: Full-time Part-time Temporary Rotating Shift

Are you currently on "lay-off" status? Yes No Can you travel if a job requires it? Yes No

Have you been convicted of a felony in the last 7 years? Yes No
Conviction will not necessarily disqualify an applicant from employment.

If Yes, please explain: _____

Employment Experience

Start with your present or last job. Include any job related military service assignments and volunteer activities.

You may exclude organizations that indicate race, color, religion, gender, national origin, disabilities or other protected status.

Employer:	Dates Employed		Work Performed
	From	To	
Address:	Telephone Number		
Supervisor:	Job Title		
Reason for leaving:	Hourly Rate/Salary		

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

References – Please list 3 references that are not relatives or previous employers.

1. _____ ()
(name) (phone #)

(address)
2. _____ ()
(name) (phone #)

(address)
3. _____ ()
(name) (phone #)

(address)

Applicant's Statement

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

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

I also understand that as part of the employment application and section process, I am required to submit to a background check conducted by the Sevierville Police Department. This will include a check for both felonies and misdemeanors. The satisfactory completion of this background check in accordance with City criteria for the job applied for is a prerequisite to offer of employment by the City of Sevierville. In addition to this background check, all prospective Childcare Employees and Safety Officer employees will be fingerprinted. The Federal Bureau of Investigation will conduct the fingerprint check.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with the City of Sevierville is of an "at will" nature, which means that the Employee may resign at any time and the City may discharge the Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by the City Administrator.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the City of Sevierville.

I understand that (1) the City of Sevierville has a drug and alcohol policy that provides for pre-employment testing as well as testing after employment; (2) consent to and compliance with such policy is a condition of employment; and (3) continued employment may be based on the successful passing of job-related physical examinations.

This application for employment shall be considered active for a period of time not to exceed 6 months. Any applicant wishing to be considered for employment beyond this time period should inquire as to what positions may be available at that time.

Date _____ Signature of Applicant _____

Education

School	Name & City of School	Major Course of Study	Last Grade Completed	Diploma/Degree
High School				
Did you graduate? • Yes • No		If No, do you have a GED? • Yes • No		
Vocational/Technical				
College				
Graduate/Professional				
Other (specify)				

Indicate any foreign languages you can speak, read and/or write (if position requires candidate to be bilingual)			
	Fluent	Good	Fair
Speak			
Read			
Write			

Describe any specialized training, apprenticeship, skills and extra-curricular activities.

List any professional, trade, service or civic organizations in which you are a member and offices held. <i>You may exclude membership, which would reveal gender, race, religion, national origin, age, ancestry, disability or protected status.</i>

Are you a veteran of the Armed Forces? • Yes • No
Describe any job-related training received in the military: _____

Specialized Skills	Check Skills/Equipment Operated
<ul style="list-style-type: none"> • FAX • PC • Excel • Microsoft Word • Typewriter • Calculator • PBX System • Back Hoe • Dump Truck • Fork Lift • Tractor Other—Please List _____	

Other Qualifications (Summarize special job-related skills and qualifications acquired from employment or other experience.)