

Application For Employment

City of Greenbrier

The City of Greenbrier 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.

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, 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 call (615)643-4531.

Prior to completing this application be sure to read the job description of the position for which you are applying. As you complete this application, please bear in mind the following:

1. We reserve the right to check all information for accuracy and completeness.
2. All applications for employment are a matter of public record.
3. If you need accommodation in order to complete this application, please notify the city.

General Information

Date: _____ Position Desired: _____
Are you applying for: _____ full-time _____ part-time _____ seasonal
Have you been employed by the city before? (circle) yes no. If yes, please indicate position and years of employment. _____

Personal Information

Your name _____
Last First Middle
Social Security Number: _____
Phone Number: Home: (____) _____ Business: (____) _____
Address: _____
Number Street
City State Zip Code
Do you have a legal right to work in the U.S.?: (circle) yes no
Are you over the age of 18?: (circle) yes no
Have you ever been convicted of a felony? (note: this may be relevant if job-related, but does not bar you from employment): (circle) yes no
If yes, please explain: _____
Driver's license number: _____

Your Education and Training

High School attended: _____

City State

Do you have a high school diploma? (circle) yes no

Please list other education you have received:

College/University/ Trade or Business Schools Attended	City/State	Degree Earned? Type Degree	Major Area of Study

List other training received (special courses, work training programs, armed forces training, etc.): _____

List special qualifications and skills (licenses, computer skills, patents or inventions, publications, etc.): _____

Based on the job description of the position for which you are applying:

Are you able to perform the essential functions of the job for which you've applied (note: you may later be asked to demonstrate your ability to perform the essential functions)?

_____ Yes, but I will need reasonable accommodations in order to perform the essential functions (please complete the next question)

_____ Yes, and I will not need reasonable accommodations in order to perform the essential functions.

Please describe any accommodations you will need in order to adequately perform the essential functions of the position: _____

References

Please list three or four persons, other than relatives or former employers who have knowledge of your character and/or abilities:

Name	Mailing Address	Yrs. Known	Phone

Prior Employment Record

List below all present and past employment information:

Name and address of current or most recent employer:	
Phone number:	
Your supervisor:	
Your job title/responsibilities:	
Date hired:	Date left:
Reason for leaving:	
Starting salary:	Ending salary:
May we contact this employer: yes no	

Name and address of previous employer:	
Phone number:	
Your supervisor:	
Your job title/responsibilities:	
Date hired:	Date left:
Reason for leaving:	
Starting salary:	Ending salary:
May we contact this employer: yes no	

Name and address of previous employer:	
Phone number:	
Your supervisor:	
Your job title/responsibilities:	
Date hired:	Date left:
Reason for leaving:	
Starting salary:	Ending salary:
May we contact this employer: yes no	

Important

I hereby affirm that the information provided on this application (and accompanying resume, if any) is true and complete to the best of my knowledge. 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.

I understand that a psychological evaluation may be required prior to employment. This applies to police or fire department applicants.

I understand that a driving history, a criminal background check, a pre-employment physical, and drug test will be performed prior to employment with the City of Greenbrier.

Criminal Background Check Authorization

I, the below signed job applicant, do hereby authorize the City of Greenbrier or its designee to conduct a criminal background check on me as a part of the job application process. I hereby authorize any law enforcement agency to release information, records and documents concerning any criminal charges brought against me.

Applicant's Full Name _____

Applicant's Date of Birth _____ S.S. Number _____

Applicant Signature _____ Date _____

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.

I understand that the City of Greenbrier is part of the TN Drug Free Workplace and all applicants and employees are subject to drug testing.

Applicant Signature _____ Date _____