



THE CITY OF CLINTON

EMPLOYMENT APPLICATION



THE CITY OF CLINTON IS AN EQUAL OPPORTUNITY EMPLOYER AND TITLE VI COMPLIANT. THE CITY DOES NOT DISCRIMINATE WITH REGARD TO EMPLOYMENT OPPORTUNITIES AND BENEFITS ON THE BASIS OF RACE, COLOR, RELIGION, GENDER, AGE, NATIONAL ORIGIN, PHYSICAL OR MENTAL DISABILITY, OR STATUS AS A DISABLED OR VIETNAM ERA VETERAN OR ANY OTHER RECOGNIZED PROTECTED CLASS.

The City of Clinton is pleased you are interested in submitting an application for employment. Please complete ALL questions and sections of the application and return to Human Resources.

If you need accommodations in order to complete any part of the hiring and employment process, please contact Human Resources (865) 457-0424.

This application is one part of the hiring process. Other parts may include an interview, an employment exam or test, and a demonstration of an ability to perform the essential functions of the job. Be sure to read the job posting of the position for which you are applying prior to completing this application. As you complete the application, bear in mind:

- We reserve the right to verify all information for accuracy and completeness.
- Any misrepresentation or omission may be grounds for disqualification for consideration or continued employment.
- All applications for employment are a matter of public record.
- Request any required accommodations needed to complete the application.
- This application will remain active for a period of 6 month from the date of application.
- A completed application is required for each position for which a candidate applies.

Date: _____ Position Desired: _____

Have you ever applied with the City of Clinton? Yes ___ No ___ If Yes, provide dates: _____

How did you learn about the position? Friend/Relative ___ Indeed.com ___ City Employee ___
Social Media ___ City Website ___ Other _____

APPLICANT DATA

Full Name: _____
Last First Middle

Address: _____

City: _____ State: _____ Zip Code: _____

Cell Phone: _____ Alternate Phone: _____

E-mail: _____



Are you legally eligible to work in the United States? Yes ___ No ___

Do you have a valid TN Drivers License? Yes ___ No ___ Other: _____

Do you have a TN Commercial Drivers License? Yes ___ No ___ Type of Endorsement? _____

Have you ever been employed with the City of Clinton? Yes ___ No ___

If Yes, provide dates, department and circumstances for separation: _____

Do you have any relatives employed with the City of Clinton? Yes ___ No ___

If so, who is the employee and how are you related? _____

Are you available to work: Full Time ___ Part Time ___ Shift Work ___ Temporary ___

Days/hours available to work: _____

Summarize any specialized training, special courses, skills, or professional qualifications:

List any licenses or certifications:

Have you ever been convicted of, or entered a plea of guilty, no contest, or had a withheld judgment to a felony? (A "yes" response will not automatically disqualify an applicant from employment consideration. Each application will be evaluated based on the nature of the crime, when it occurred, and the duties and responsibilities of the position for which you are being considered.)

Yes ___ No ___ If yes, please explain: _____



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

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

___ Yes, but I will need reasonable accommodations in order to perform the essential functions.

MILITARY SERVICE

Have you ever been in the Armed Forces? Yes ___ No ___

Branch of Service	Date Entered	Type and Date of Discharge	Rank
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Do you have any experiences from your military service that would be relevant to the job for which you are applying? If yes, please explain. _____

EDUCATION

High School: _____ Degree: _____

Address: _____ Graduate? Yes ___ No ___

College: _____ Degree: _____

Address: _____ Graduate? Yes ___ No ___

Other: _____ Degree: _____

Address: _____ Graduate? Yes ___ No ___



WORK HISTORY

List below present and past employment information and/or substantive volunteer work for the previous 10 years beginning with your present or most recent position. If you need additional space, attach extra pages. YOU MAY NOT SUBMIT A RESUME IN LIEU OF COMPLETING THIS WORK HISTORY.

Employer: _____ Phone: _____

Address: _____

Job Title: _____ Supervisor/Manager: _____

Dates of Employment: _____

Job Duties: _____

Reason for Separation: _____ Current Employer: Yes ___ No ___

May we contact for a reference? Yes ___ No ___

Employer: _____ Phone: _____

Address: _____

Job Title: _____ Supervisor/Manager: _____

Dates of Employment: _____

Job Duties: _____

Reason for Separation: _____ Current Employer: Yes ___ No ___

May we contact for a reference? Yes ___ No ___



Employer: _____ Phone: _____

Address: _____

Job Title: _____ Supervisor/Manager: _____

Dates of Employment: _____

Job Duties: _____

Reason for Separation: _____ Current Employer: Yes ___ No ___

May we contact for a reference? Yes ___ No ___

Employer: _____ Phone: _____

Address: _____

Job Title: _____ Supervisor/Manager: _____

Dates of Employment: _____

Job Duties: _____

Reason for Separation: _____ Current Employer: Yes ___ No ___

May we contact for a reference? Yes ___ No ___



REFERENCES

Provide three non-family business or personal references.

Full Name: _____ Phone: _____

Email: _____ Relationship: _____

Address: _____ Years Acquainted: _____

Reference Type: Business___ Personal ___

Full Name: _____ Phone: _____

Email: _____ Relationship: _____

Address: _____ Years Acquainted: _____

Reference Type: Business___ Personal ___

Full Name: _____ Phone: _____

Email: _____ Relationship: _____

Address: _____ Years Acquainted: _____

Reference Type: Business___ Personal ___



DISCLAIMER AND SIGNATURE

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 termination of employment, if discovered at a later date.

I acknowledge application materials ARE public record and are therefore subject to inspection upon request by any citizen of the State of Tennessee.

Any employee of the City of Clinton who is not a U.S. citizen must be authorized to work in the United States and will provide the required documentation to complete an Employment Eligibility Verification form I-9 on the first day of employment.

I authorize a post-offer background check (involving, but not limited to, schools, employers and references) and drug testing may be required. I hereby consent to a fingerprint background check upon offer of employment. I hereby release from liability all persons, companies, institutions, or corporations supplying information requested pursuant to this application.

It is the policy of the City of Clinton to provide employment, training, compensation, promotion and other conditions of employment based on qualifications, without regard to race, color, religion, national origin, gender, age, veteran status, or disability.

I understand that this application does not create a contract of employment. I understand that this application will be given every consideration, but its receipt does not guarantee nor imply that I will be granted an interview for employment.

I understand that a request for reasonable accommodation to enable an employee to perform the essential functions of his or her position, or to enable an applicant for employment to complete the application process, must be initiated by the individual seeking accommodation. Applicants for employment should apply for reasonable accommodation and provide documentation of disability.

BY SIGNING BELOW, I certify that I have read and agree with these statements.

Applicant Printed Name: _____

Applicant Signature: _____ Date _____