

APPLICATION FOR EMPLOYMENT

The City of Spring Hill 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 the following number: **(931) 486-2252**.

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:

- we reserve the right to check all information for accuracy and completeness
- all applications for employment are a matter of public record
- if you need accommodation in order to complete this application, please notify the municipality

GENERAL INFORMATION

Date: _____ Position desired: _____

Are you applying for: full time part time seasonal

If part time, what days/hours are you available? _____

Have you been employed by the City before? yes no

PERSONAL INFORMATION

Your name: _____
Last Middle First

Phone Number: Home: () Business: ()

Address: _____

Do you have a legal right to work in the U.S.? yes no

Are you over the age of 18? 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). yes no

If yes, explain: _____

Driver's License Number (if required by job): _____

EDUCATION AND TRAINING

High school attended: _____

City/State: _____

Do you have a high school diploma? yes no

Please list other education you have received:

College/University/Trade or Other 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, skills with machines, 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 no

REFERENCES

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

Name	Address	Years Known	Phone
1.			
2.			
3.			
4.			

PRIOR EMPLOYMENT RECORD

List below all present and past employment information and/or substantive volunteer work:

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? <input type="checkbox"/> yes <input type="checkbox"/> no	
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? <input type="checkbox"/> yes <input type="checkbox"/> no	
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? <input type="checkbox"/> yes <input type="checkbox"/> 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? <input type="checkbox"/> yes <input type="checkbox"/> 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 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.

Applicant Signature

Date

