

# APPLICATION FOR EMPLOYMENT

THE CITY OF BOLIVAR, TENNESSEE 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 (901) 658-2020.

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? (circle)    **YES**                      **NO**

If yes, please indicate position and years of employment: \_\_\_\_\_

\_\_\_\_\_



Please list other education you have received:

COLLEGE/UNIVERSITY TRADE/BUSINESS SCHOOLS ATTENDED	CITY/STATE	DEGREE	AREA OF STUDY/MAJOR

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, publication, 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 you've applied (NOTE: YOU MAY LATER BE ASKED TO DEMONSTRATE YOUR ABILITY TO PERFORM THE ESSENTIAL FUNCTION)? \_\_\_\_\_

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	YEARS KNOWN	PHONE NUMBER

**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? (circle)                      **YES**                      **NO**

**PRIOR EMPLOYMENT RECORD (CONTINUED)**

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? (circle)            **YES**            **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? (circle)            **YES**            **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? (circle)                      **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 waive any right of privilege, privacy, and/or confidentiality I may have in the information provided by references or others whom I have indicated to be contacted.**

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**Applicant Signature**

**Date**