



Rutherford County, Tennessee

Application for Employment

TO APPLICANT: We sincerely appreciate your interest in employment with Rutherford County Government. Please take a few moments to complete this application in your own handwriting, in ink. Disabled applicants may request accommodation, if necessary.

PERSONAL DATA:

Date: _____
 Name (Last, First, Middle): _____ SS#: _____
 Address: _____ Phone: _____
 City, State Zip: _____ E-mail: _____
 Position Desired: _____ Salary Desired: _____

Are you a U.S. citizen, or do you have the legal right to employment in the U.S.? Yes No

Are you 18 years of age or older? Yes No Can you work Overtime, if needed? Yes No

If you answer yes to any of the following, please explain below.

Have you ever worked for Rutherford County Government? Yes No

Have you ever been discharged or asked to resign from employment? Yes No

Have you ever been convicted of a felony or misdemeanor crime? Yes No

(Please note that conviction includes plea, verdict, or finding of guilt regardless of whether you were sentenced by a court.)

Are criminal charges, felony or misdemeanor, pending against you? Yes No

EXPLAIN:

EDUCATION:

School Name	Address	Major Subject	G.P.A.	Did you Graduate?		Degree Received
High School				<input type="checkbox"/> Yes	<input type="checkbox"/> No	
College				<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Other				<input type="checkbox"/> Yes	<input type="checkbox"/> No	

PROFESSIONAL REFERENCES: Please list three (3) persons who are not related to you and who have knowledge of your qualifications for the position(s) for which you are applying.

Name	Employed By	Phone	Occupation	Years Known

EMPLOYMENT HISTORY: List below present and past employment, beginning with your most recent.

Name and Address of Company and Type of Business	From		To		Starting Salary	Ending Salary	Reason for Leaving
	Mo.	Yr.	Mo.	Yr.			
	Describe the work you did:						
Supervisor:							
Phone:							

May we contact this employer? Yes No

Name and Address of Company and Type of Business	From		To		Starting Salary	Ending Salary	Reason for Leaving
	Mo.	Yr.	Mo.	Yr.			
	Describe the work you did:						
Supervisor:							
Phone:							

May we contact this employer? Yes No

EMPLOYMENT HISTORY cont.

Name and Address of Company and Type of Business	From		To		Starting Salary	Ending Salary	Reason for Leaving
	Mo.	Yr.	Mo.	Yr.			
	Describe the work you did:						
Supervisor:							
Phone:							

May we contact this employer? Yes No

Name and Address of Company and Type of Business	From		To		Starting Salary	Ending Salary	Reason for Leaving
	Mo.	Yr.	Mo.	Yr.			
	Describe the work you did:						
Supervisor:							
Phone:							

May we contact this employer? Yes No

List any additional knowledge or skills you have that qualify you for the position desired: (computer skills, public speaking, certifications, licenses, foreign language, professional memberships, etc.)

Explain your qualifications for the position desired, why you would be successful in the position and the goals you are pursuing:

If offered employment, when could you begin working for Rutherford County?

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 considerations 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

Please mail or deliver completed application, demographic form, and resume (if desired) to:

**Rutherford County Human Resources
303 N. Church Street
Suite 200
Murfreesboro, TN 37130**

Or Fax to (615) 907-5699

For questions concerning this application, please contact the Human Resources office at (615) 494-4480.