



Rutherford County, Tennessee

Application for Employment

We appreciate your interest in employment with Rutherford County Government. The County provides equal employment and advancement opportunities for all persons regardless of race, creed, sex, national origin, age, religion, disability, marital status or any other classification protected by law. Please take a few moments to complete this application in your own handwriting, in ink.

PERSONAL DATA:

Date: _____
 Name (Last, First, Middle): _____ SS#: _____
 Address: _____ Cell Phone: _____ 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

Are you able to perform the essential functions of the job for which you are applying, either with or without a reasonable accommodation? 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

EDUCATION:

School Name	Address	Major	G.P.A.	Circle Years Completed	Degree Received
High School				Freshman Sophomore Junior Senior	
Trade School				1 2	
Junior College				1 2	
College/University				Freshman Sophomore Junior Senior	
Graduate School				1 2	

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

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, certifications, licenses, foreign language, job related training, 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?

EMERGENCY CONTACT:

Name _____ Relationship _____
Address _____ City, State, Zip _____
Home Phone Number _____ Cell _____ Work _____

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. I understand that because I am applying for a County position that my application becomes part of public record and may be viewed upon request.

Applicants may be subject to pre-screening requirements including drug screening, background check, physical, motor vehicle record check, reference check, written testing, criminal records check, and fingerprinting. I hereby authorize the County to conduct all pre-employment inquiries and tests as described. I release the County and all providers of information from any liability arising out of the gathering and use of such information.

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.