



# Town of Greeneville

Human Resources  
200 North College Street  
Greeneville, Tennessee 37745  
Telephone: (423) 639-7105

## APPLICATION FOR EMPLOYMENT

*If you are applying for a Public Safety position, you will be provided additional documents*

Position Title \_\_\_\_\_ Date \_\_\_\_\_

Full Name \_\_\_\_\_  
First Middle Last

Present Mailing Address \_\_\_\_\_  
(Street & No.) (City) (County) (State) (Zip)

Telephone \_\_\_\_\_  
(Area Code/Home) (Area Code/Cell/Other) (Email)

***This document is a public record and open to inspection by any citizen of the State of Tennessee pursuant to TCA Section 10-7-503.***

<b>AN EQUAL OPPORTUNITY EMPLOYER</b>
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The Town of Greeneville is an Equal Opportunity Employer. It is our policy to provide equal opportunity to all applicants. The Town of Greeneville prohibits any discrimination because of race, color, religion, sex, national origin, genetics, age, marital status, disability, pregnancy, veteran or military status, or any other characteristic protected by law. The Town of Greeneville will make reasonable accommodations for qualified individuals with qualifying disabilities to the extent required under the American's with Disabilities As Amended Act (ADAAA) or any other federal or state laws.

**If you have questions or need assistance, please contact us at 423-639-7105**

**NOTICE TO APPLICANTS WITH DISABILITIES:** IF YOU REQUIRE ACCOMODATIONS(S) TO COMPLETE THIS APPLICATION, PLEASE NOTIFY THE HUMAN RESOURCE OFFICE AS TO THE SPECIFIC ACCOMODATION(S) NEEDED TO COMPLETE THIS APPLICATION.

**EDUCATION (Give complete address information)**

INSTITUTION	NAME	LOCATION (CITY AND STATE)
High School or Equivalent	Did you graduate high school?    Yes <input type="checkbox"/> No <input type="checkbox"/>	

**SECONDARY EDUCATION**

INSTITUTION	Name And Location	No. Of Yrs. Completed	Did you Graduate?	Degree/Certificate
College/ University				
Graduate School				
Technical/ Trade School				
Other				

List technical/professional licenses, certifications, or training

List office machines, vehicles, or equipment you can operate

List your computer technology knowledge and experience

Experience Level:

Type of Computer System:

Software Utilized:

**REFERENCES**

List three persons (not related to you) who have knowledge of your qualifications for the position for which you are applying. These individuals may be former co-workers, teachers, etc. Do not list again any names of supervisors entered under employment data.

NAME	ADDRESS	TELEPHONE NUMBER / EMAIL

## EMPLOYMENT

List your employment history beginning with your current or most recent employer, including all positions held (part-time, military, summer, etc.). You may attach a resume, however, the resume does not replace our application. Thank you! Human Resources

<b>Company Name</b>		<b>Phone No.</b>	
Address			
Position		Name of Immediate Supervisor	
Job duties & responsibilities; work hours/schedule:			
Employed From:	To:	Annual Salary From \$	To \$
Reason for leaving:			
May we contact your current employer?    Yes <input type="checkbox"/> No <input type="checkbox"/>			
<b>Company Name</b>		<b>Phone No.</b>	
Address			
Position		Name of Immediate Supervisor	
Job duties & responsibilities; work hours/schedule:			
Work schedule and hours worked:			
Employed From:	To:	Annual Salary From \$	To \$
Reason for leaving:			
<b>Company Name</b>		<b>Phone No.</b>	
Address			
Position		Name of Immediate Supervisor	
Job duties & responsibilities; work hours/schedule:			
Employed From:	To:	Annual Salary From \$	To \$
Reason for leaving:			

**ADDITIONAL INFORMATION**

Do you hold a valid driver's license? Yes  No

Driver's License Number:

State Issued:

Some jobs may require flexible work schedules and overtime. Are you available to work flexible schedules (including weekends) or overtime, if needed or required with reasonable notice? Yes  No

Do you have a legal right to work in the United States? Yes  No

Have you been convicted of a crime, released on probation, or released from a detention facility? If yes, please explain, date, place, nature of charge, and disposition of case:

NOTE: Answering yes does not automatically disqualify you from employment. Consideration will be given to the nature of the offense, date, and type of job for which you are applying.

If you will drive a TOWN VEHICLE or conduct Town business while driving, Have you been convicted of traffic violation(s) in the past three (3) years? If yes, please provide the date, offense, location, and the disposition of case:

Additional comments or information about your skills and qualifications related to the job:

**List all relatives working for the Town of Greeneville**


**READ AND SIGN:**

By my signature placed below, I authorize investigation of all statements contained in this application. I promise that the information provided herein is true and complete. I understand that any false or misleading information provided during the application or interview process will result in withdrawal from consideration from employment or my immediate discharge if I am hired, regardless of when discovered.

I hereby authorize any person or organization I have listed on this application or provided as a reference to release to the Town of Greeneville all information and documentation concerning me. I hereby release all such persons and organizations from any claims for damages, financial or otherwise.

I understand that if offered employment with the Town of Greeneville, my employment may be conditional upon the successful completion of a post-offer medical examination, background investigation, drug screening, and if applicable, a job related functional fitness test, and/or Department of Motor Vehicle report depending on the job requirements.

I understand that receipt of this application does not, by itself, create a contract of employment. It is understood that if I am employed I will be on an introductory status for a specified period, following which a decision will be made as to my continued employment.

Signature of Applicant

Date

***This application cannot be processed without a signature.***

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