

TOWN OF DANDRIDGE

131 E. Main Street
P.O. Box 249
Dandridge, TN 37725
865-397-7420

APPLICATION FOR EMPLOYMENT

APPLICANTS ARE CONSIDERED FOR ALL POSITIONS WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, AGE, MARITAL OR VETERAN STATUS, OR THE PRESENCE OF A NON-JOB-RELATED MEDICAL CONDITION OR DISABILITY. PROOF OF CITIZENSHIP OR IMMIGRATION STATUS IS REQUIRED. **ALL JOB APPLICATIONS AND ACCOMPANYING MATERIALS ARE A MATTER OF PUBLIC RECORD BY STATE LAW.**

(PLEASE PRINT)

DATE _____ POSITION DESIRED: _____

Name _____ Soc. Sec. # _____

Address _____

Phone No. (home) _____ (other) _____

E-Mail Address: _____

Have you ever been employed by the City? Yes _____ No _____

If yes, list dates of employment and the department you worked for:

Are you employed now? Yes _____ No _____

Date you are available for work: _____

Are you available to work: Full-time _____ Part-time _____ Shift _____ Temporary _____

Are you on layoff subject to recall? Yes _____ No _____

Are you legally eligible to work in the United States? Yes _____ No _____

List other names (alias) you are known by: _____

Veteran of the U.S. Military service? Yes _____ No _____ If yes, what branch? _____

If you are employed, why do you want to change jobs? _____

Give three references who are NOT related to you and are NOT previous employers:

NAME

ADDRESS

TELEPHONE

FOR OFFICE USE ONLY*Background Check: ☐ Yes ☐ No

Approved _____ Date: _____

DANDRIDGE IS AN EQUAL OPPORTUNITY EMPLOYER

EDUCATION: List School Name & City/State
 Years Completed
 Diploma/Degree

Elementary	Years Completed		
High School	Years Completed	Diploma	
College	Years Completed	Diploma/Degree	Course of Study
Graduate	Years Completed	Diploma/Degree	Course of Study

Other training/certification received: _____

Summarize special skills and qualifications acquired from employment or other:

EMPLOYMENT RECORD

Will your present/past employment record(s) show that you attended regularly and performed a reasonable days work? Yes _____ No _____

List all present and past employment information. If you have never been employed please state so. You may use additional paper if necessary.

May your current employer be contacted regarding your work performance and history?
Yes _____ No _____

Employer/Address: _____

Supervisor: _____ Phone No. _____

Dates of Employment: from _____ to _____ Salary \$ _____

Title of Position: _____

Duties/Responsibilities: _____

Employer/Address: _____

Supervisor: _____ Phone No. _____

Dates of Employment: from _____ to _____ Salary \$ _____

Title of Position: _____

Duties/Responsibilities: _____

Employer/Address: _____

Supervisor: _____ Phone No. _____

Dates of Employment: from _____ to _____ Salary \$ _____

Title of Position: _____

Duties/Responsibilities: _____

**** DRIVER APPLICANTS ONLY ****

List any other employers you worked for in the last 10 years: _____

List states in which you held a Commercial Drivers License (CDL) in the last 3 years: _____

I certify that I (have) (have not) taken a certified motor carrier driving test within the last 3 years. If taken, list
date(s) _____ company(s) _____
date(s) _____ company(s) _____

I further certify that the following is a true and complete list of traffic violations (other than parking tickets) for
which I have knowingly been convicted of or forfeited bond or collateral during the last 12 months:

Ever convicted of reckless driving? _____ How many times? _____

Ever convicted of speeding? _____ How many times? _____ If yes, where were you
working? _____

Do you now hold a valid CDL? _____

Expiration date _____ License # _____ State _____

Application for Employment**IMPORTANT – READ VERY CAREFULLY!!**

I understand that falsified information, misrepresentations, or omission of significant or relevant information may disqualify me and my application from further consideration for employment and will be considered just cause for dismissal if discovered at any time without previous notice. I understand that this application is not and is not intended to be a contract of employment nor is it an invitation for an interview.

I authorize persons, schools, my current employer (if applicable), and previous employers and organizations named in this application (and accompanying material) to provide any information orally and/or in writing that may be requested to arrive at an employment decision and waive any right of privilege, privacy and/or confidentiality I may have in this information and hereby release the City of any liability a result of such contact. I further understand that my first 6 months of employment with the City shall be a trial period, and further that at any time during the trial period and thereafter, my “at will” employment relationship with the City is terminable for any reason by either party. I understand that the City may unilaterally change or revise fringe benefits, policies and procedures and such changes may include reduction in benefits. I understand that my employment is contingent upon meeting the requirements of the Immigration Reform and Control Act of 1986. If no action is taken within 365 days of signature, it will be destroyed.

I acknowledge that I have received a copy of the job description for the open position of employment, that I understand the duties and responsibilities of the position and I am capable of performing each duty listed.

I hereby affirm that the information provided on this application (and any accompanying material) is true and complete to the best of my knowledge.

I acknowledge by signing this application that I consent to a full background check and that completion of a background check is a contingency of my employment.

Name_____Date_____