

PUTNAM COUNTY TENNESSEE EMPLOYMENT APPLICATION

PUTNAM COUNTY, TENNESSEE is an equal opportunity employer and does not discriminate against otherwise qualified applicants on the basis of race, color, creed, religion, ancestry, age, sex, marital status, national origin, disability or handicap, or veteran status. If offered employment, you will be required to provide documentation to verify eligibility. Those applicants who will be considered for the position following a job interview with the department, must pass background checks and drug screens before they are officially offered the job. Please answer all questions. If a question does not apply to you, answer with "No" or "NA" for "Not Applicable." * Required Fields

PERSONAL

Last Name

First Name

Middle Initial

Today's Date

Street Address

City

State

Zip Code

Position Sought

Department

Position Desired

Date Available

Are you 18 years old?

YES NO

Are you 19 years old?

YES NO

Are you over 21 years old?

YES NO

Are you legally eligible for employment in the United States? YES NO

Have you reviewed the job description?

YES NO

Shift Preference:

Full Time Part Time

Are you able to perform the essential functions of the job for which you are applying, with reasonable accommodation? YES NO

Have you ever worked for Putnam County before?

YES NO

If yes, where?

Dates:

Job Title:

Do you have any relatives or friends who work for Putnam County? YES NO

If yes, who and where do they work?

CRIMINAL RECORD

Have you been convicted of a felony in the last seven years? YES NO

If yes, please explain:

Have you been convicted of a crime of dishonesty (felony or misdemeanor) in the last seven years? YES NO

If yes, please explain:

EDUCATION

Name of High School

Did you receive a diploma?

YES NO

Years Completed

Name of College

Course of Study

Did you receive a diploma?

YES NO

Years Completed

Name of Vocational or Trade School

Course of Study

Did you receive a diploma?

YES NO

Years Completed

Graduate School

Course of Study

Did you receive a diploma?

YES NO

Years Completed

Have you completed any special courses, seminars and/or training that would enable you to perform the position for which you are applying? YES NO

If yes, please describe:

List academic honors, extracurricular activities, offices held, ect. in high school or college:

MILITARY SERVICE

Are you a military veteran? YES NO

If the answer to the previous question was YES, while in the military, did you complete any special courses, seminars and/or training that would enable you to perform the position for which you are applying? YES NO

Branch

Rank

AVAILABILITY

Sunday

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Start

Start

Start

Start

Start

Start

Start

End

End

End

End

End

End

End

EMPLOYMENT

Are you presently employed?
YES NO

If yes, may we contact your present employer?
YES NO

If presently employed, why are you considering leaving?

Do you belong to any professional, trade, business or civic organizations that deal with the position for which you are applying? YES NO

If yes, please explain and list offices held:

Employer

Supervisor's Name and Title

Full Address

Phone

Start Date of Employment	End Date of Employment	Beginning Rate of Pay	End Rate of Pay
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Duties Performed

Employer

Supervisor's Name and Title

Full Address

Phone

Start Date of Employment	End Date of Employment	Beginning Rate of Pay	End Rate of Pay
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Duties Performed

Employer

Supervisor's Name and Title

Full Address

Phone

Start Date of Employment	End Date of Employment	Beginning Rate of Pay	End Rate of Pay
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Duties Performed

Have you ever been discharged or asked to resign from a job? YES NO

If yes, please explain:

Please explain any gaps in work history:

PERSONAL REFERENCES

Give three references (not relatives or employers)

Name

Occupation

Address

Phone

Name

Occupation

Address

Phone

Name

Occupation

Address

Phone

APPLICANT'S CERTIFICATION AND AGREEMENT

"I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge and authorize PUTNAM COUNTY to verify their accuracy and to obtain reference information on my work performance. I hereby release PUTNAM COUNTY from any/all liability of whatever kind and nature which, at any time, could result from obtaining and having an employment decision based on such information. I understand that, if employed, falsified statements of any kind or omissions of facts called for on this application shall be considered sufficient basis for dismissal. I understand that should an employment offer be extended to me and accepted that I will fully adhere to the policies, rules and regulations of employment of the Employer. However, I further understand that neither the policies, rules, regulations of employment nor anything said during the interview process shall be deemed to constitute the terms of an implied employment contract. I understand that any employment offered is for an indefinite duration and at will and that either I or the Employer may terminate my employment at any time with or without notice or cause."

Signature:

Date: