

APPLICATION FOR EMPLOYMENT

CITY OF EAST RIDGE
1517 Tombras Avenue
East Ridge, TN 37412

The City of East Ridge is an EQUAL OPPORTUNITY EMPLOYER and does not discriminate on the basis of race, sex, color, religion, national origin, age, disability or veteran status in employment opportunities and benefits.

Instructions: Complete a separate application form for each position you are applying for, unless otherwise specified. An employment application, unless otherwise specified, will be accepted only when a specific position opportunity notice is posted on the job vacancy board or City of East Ridge website, or advertised in various publications. Incomplete applications will not be processed.

Position applied for: _____ Date: _____
Please write your name as it appears on your social security card:

Name: _____ Social Security No. _____
 Last **First** **Middle**

Address: _____ Home Phone #: _____
 Number Street Apt. #

 _____ City State Zip Code

Cell Phone #: _____

Email Address: _____

Have you ever worked for the City of East Ridge?
Yes No
If yes, indicated department and dated _____

Are you related to any person currently employed by the City of East Ridge? Yes No
If yes, indicate name, relationship, and department

Have you ever served with U.S. Armed Forces?
Yes No
If yes, what branch? _____
Date entered active duty: _____
Date discharged or separated: _____
Final Rank: _____
Special Training: _____

Employment desired:
 Full-Time
 Part-Time
If selected, the City requires a background check and will obtain additional forms from you.

Are you at least 18 years of age? Yes No
Do you have a driver's license? Yes No
State of Issuance: _____
Driver's License Number: _____
Date of Expiration: _____ Class: _____

Can you provide the documents required to prove that you are authorized to work in the United States?
Yes No

Are there any other experiences, skills or qualifications which will be of special benefit in the job for which you are applying?

Please list any special accommodations you would require for this position? _____

EDUCATION AND SPECIAL TRAINING

Do you have a High School Diploma: Yes No GED? Yes No

If not, highest grade completed: _____

Name and location of last High School Attended: _____
 Name City State

List Special Training (Business, Trade, Vocational, etc.) below:

Name and Location	Total Hours Completed	Hours Required for Certification	Course/Subject Taken	Certifications Received

List Colleges and Universities attended below:

Name and Location	Credit Hrs. Received	Did you Graduate?	Major/Minor Degree Course of Study	Type of Degree Received

EMPLOYMENT HISTORY

List all positions that you have held, starting with your most recent. Include military experience and account for all periods you were unemployed.

Name, Address and Phone Number	From Month/Year	To Month/Year	Specific Duties	Reason for Leaving	Salary	Supervisor

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PERSONAL REFERENCES (not former employers or relatives)			
Name	Address	Phone Number	Number of Years Known

ALL APPLICATIONS MUST BE SIGNED BY APPLICANT TO BE CONSIDERED

PLEASE READ AND SIGN BELOW

The facts set forth in my application for employment are true and complete. I understand that if employed, false statements on this application shall be considered sufficient cause for dismissal.

In making this application for employment I authorize the City of East Ridge to make an investigative consumer report whereby information is obtained through personal interviews with personal references. This inquiry, if made, may include information as to my character, general reputation and personal characteristics. I understand that I have the right to make a written request within a reasonable period of time to receive additional, detailed information about the nature and scope of any such investigative report that is made.

Signature of Applicant

Date