

Town of Cumberland Gap

AN EQUAL OPPORTUNITY EMPLOYER

NOTICE TO APPLICANTS

We are proud to be a drug free workplace. Screening tests for illegal drugs use may be required before hiring and during employment. 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.

Cumberland Gap Town Hall

P.O Box 78, 330 Colwyn Street
Cumberland Gap, TN 37724
(423) 869-3860

Minimum of a high school diploma or equivalent required. Valid TN driver's license required. Positive identification will be required. Attach a detailed resume to this application.

Last Name _____ First _____ Middle _____

Date of Application _____

Applications are available only for open positions for which public notice has been made. Please indicate the specific advertised position you are applying for in the space provided.

How did you hear about this position?

_____ Local newspaper _____ Town website _____ Referred by: _____
_____ Online: _____

AUTHORIZATIONS

I authorize investigation of all statements contained in this application, and it is understood and agreed that any misrepresentation by me in this application will be sufficient for cancellation of the application and/or for separation from town service if I have been employed.

I hereby authorize any person or organization whose name I have given as reference, or by whom I have been previously employed, to furnish the Town of Cumberland Gap any information they may have concerning me, and I hereby release all such persons and organizations from any claims for damages. I understand that a background check may include social networking and on-line searches.

I hereby authorize investigation of my criminal record.

I agree, if employed, to abide by all the rules, regulations and ordinances in the Town of Cumberland Gap.

I understand that the completion of this Application of Employment does not constitute an offer of employment.

I further understand that if I am employed by the Town of Cumberland Gap this Application for Employment will not constitute a contract of employment.

I understand that, if the position for which I may be hired involves driving town vehicles, proof of a valid driver's license is required at initial employment and that the town also requires me to notify within seventy-two (72) hours if there is a change of status of my driver's license.

I certify that the information I have given is true and correct to the best of my knowledge.

SIGNATURE: _____ DATE: _____

REFERENCES

Please list persons, other than relatives or personal friends, who have knowledge of your character and/or abilities.

Name: _____ Relationship: _____
Phone: _____ Years known: _____

Name: _____ Relationship: _____
Phone: _____ Years known: _____

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Phone: _____ Years known: _____

Name: _____ Relationship: _____
Phone: _____ Years known: _____

Signature: _____ Date: _____

PERSONAL

Email Address _____ Phone Number _____

Present Address _____ City _____ State _____ Zip _____

Are you over the age of 18? Yes ___ No ___

Federal and applicable state laws prohibit discrimination on the basis of age.

Are you legally eligible for employment in the United States? Yes ___ No ___

What date can you begin work? _____

Have you ever applied for employment with the Town of Cumberland Gap before: Yes ___ No ___

If yes; when, what job:

Have you ever been convicted of a misdemeanor or felony? Yes ___ No ___

If yes, explain fully:

Answering yes to this question does not automatically disqualify you from consideration for employment.

Do you hold a valid Tennessee Driver's License? Yes ___ No ___ License No. _____

State Issued _____

EDUCATION - TRAINING

High School Name and Location of School _____

Course of Study _____ Number of Years Completed _____

Did you Graduate? Yes ___ No ___ Degree or Diploma _____

Business/Trade Technical Name and Location of School _____

Course of Study _____ Number of Years Completed _____

Did you Graduate? Yes ___ No ___ Degree or Diploma _____

College Name and Location of School _____

Course of Study _____ Number of Years Completed _____

Did you Graduate? Yes ___ No ___ Degree or Diploma _____

Graduate School Name and Location of School _____

Course of Study _____ Number of Years Completed _____

Did you Graduate? Yes ___ No ___ Degree or Diploma _____

If you did not complete high school, do you have a G.E.D.? Yes ___ No ___

EMPLOYMENT

Please give accurate, complete full-time and part-time employment record. Start with present or most recent employer.

Present Company Name _____ Telephone (____) _____

Address _____ City _____ State _____ Zip _____

Employed - (State month and year) From _____ To _____

Name of Supervisor _____ Salary Start _____ Last _____

Job Title and Duties _____

Reason for Leaving _____

Previous Company Name _____ Telephone (____) _____
Address _____ City _____ State _____ Zip _____
Employed - (State month and year) From _____ To _____
Name of Supervisor _____ Salary Start _____ Last _____
Job Title and Duties _____
Reason for Leaving _____

Previous Company _____ Telephone (____) _____
Address _____ City _____ State _____ Zip _____
Employed - (State month and year) From _____ To _____
Name of Supervisor _____ Salary Start _____ Last _____
Job Title and Duties _____
Reason for Leaving _____

Previous Company Name _____ Telephone (____) _____
Address _____ City _____ State _____ Zip _____
Employed - (State month and year) From _____ To _____
Name of Supervisor _____ Salary Start _____ Last _____
Job Title and Duties _____
Reason for Leaving _____

We may contact the employers listed above unless you indicate those you do not want us to contact.
DO NOT CONTACT Employer _____ Number(s) _____
Reason _____

DO NOT CONTACT Employer _____ Number(s) _____
Reason _____

MILITARY

Did you serve in the U.S. Armed Forces? Yes ___ No ___ If yes, what branch? _____
Describe any training received relevant to the position for which you are applying:
