

HUMAN RESOURCES DEPARTMENT

APPLICATION CENTER
TIPTON COUNTY PUBLIC WORKS
8279 HIGHWAY 51
BRIGHTON, TN 38011
(901) 837-5900

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER AND A DRUG FREE WORKPLACE

INSTRUCTIONS TO APPLICANT: Thank you for considering Tipton County Government. Please read the job announcement carefully and complete this application accurately and legibly. False, incorrect, misleading statements may disqualify you for employment with Tipton County. Applicants with a known disability as defined under the Americans with Disabilities Act and request an accommodation in the recruitment selection process must request this accommodation no later than 48 hours prior to the need.

(TYPE OR PRINT IN INK)

For Human Resource Use Only:

Date Entered: _____ Human Resources Representative: _____

Position Applied For: _____ Department: _____

Applicant Information

Full Name: _____
(Last) (First) (M.I.)

Address: _____
(Number) (Street) (Apartment/Unit #)

(City) (State) (ZIP)

Home Phone: () _____ Alternate Phone #1: () _____

Email Address: _____ Alternate Phone #2: () _____

Education

Circle highest grade of school completed: 1 2 3 4 5 6 7 8 9 10 11 12

Did you graduate? YES NO Date Graduated: _____

Name of High School: _____ City and State: _____

Do you have a G.E.D. Certificate? YES NO

6. Write name and address of any colleges or training schools you attended, showing dates and major course work:

Circle highest year of college completed: 1 2 3 4 5 Degree/Year Earned: _____

Graduate School: 1 2 3 4 Degree/Year Earned: _____

7. List any professional licenses, certifications, heavy equipment, special skills or training:

8. What business machines, computer hardware or software applications are you proficient with?

9. Social Security Number _____ - _____ - _____ Date of Birth _____ - _____ - _____

10. Do you have a valid driver's license? YES NO License No. _____ State _____

Circle Class: A B C TYPE: _____ CDL: A B C

11. Have you ever been dismissed, asked to resign or resigned in lieu of termination from any job? YES NO

If yes, please explain:

12. Have you ever been employed by Tipton County Government? YES NO

If yes, for what position and when?

13. Are you related (by blood or by marriage) to any current employee of Tipton County Public Works? YES NO

If yes, give name(s), department(s) and relationship(s):

14. Have you ever been convicted of a crime or an offense against the law? YES NO

If yes, give date, nature of offense, name, location of court, and the penalty or disposition of the case or cases:

*Past convictions will not automatically exclude an applicant from employment. The relationship of the crime to the position applied for will be taken into consideration.

References

Name three (3) persons who have known you for at least two years. Do not list former supervisors listed on page 3 of this application and do not list relatives. (Please be sure that addresses/phone numbers are current.)

Name: _____ Relationship: _____
Occupation: _____ Phone: _____
Address: _____

Name: _____ Relationship: _____
Occupation: _____ Phone: _____
Address: _____

Name: _____ Relationship: _____
Occupation: _____ Phone: _____
Address: _____

Previous Employment

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____
Duties of Position: _____
From: _____ To: _____ Reason for Leaving: _____

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____
Duties of Position: _____
From: _____ To: _____ Reason for Leaving: _____

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____
Duties of Position: _____
From: _____ To: _____ Reason for Leaving: _____

Disclaimer and Signature

I hereby authorize the release of any and all information requested by Tipton County Public Works in connection with my application for a position with the county. Such information will include, but will not be limited to: federal, state or local criminal history records pertaining to me, military records, former employer records, pre-employment drug screen results, credit records, educational records and/or transcripts.

Full name printed (Please include any aliases or maiden names) _____

I certify that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief. I understand that misrepresentation or omission of facts called for may be cause for cancellation of my applications and/or separation from the service of Tipton County Public Works, if I have been employed.

Signature of Applicant

Date