



City of White House

105 College Street
White House, TN 37188
Phone: 615-672-4350
Fax: 615-616-1058

Application for Employment

Applications will only be accepted for open, advertised positions.

The City of White House is an equal opportunity employer and considers applicants without regard to race, religion, gender, national origin, age, disability or any other legally protected status.

PLEASE PRINT CAREFULLY

Position Applied For: _____ Salary Requirements: _____

GENERAL INFORMATION:

First Name: _____ Middle Name: _____ Last Name: _____

Street Address: _____ City, State, Zip Code: _____

Home Phone: _____ Cell Phone: _____

Email Address: _____

Are you at least 18 years of age? Yes No If no, please mark: 16 17

Are you related by blood, adoption or marriage to a current employee of the City? Yes No

If yes, please give name and relationship: _____

Do you have the legal right to work in this country? Yes No

Proof of employment eligibility will be required upon employment.

Have you ever been convicted of any felonies other than minor traffic violations? Yes No

If yes, please explain: _____

A criminal record or a conviction will not automatically bar employment, but will be considered only as it reasonably relates to your fitness to perform in the position for which you are applying.

Have you ever been employed by the City of White House? Yes No

If yes, what position was held? _____ If yes, give dates: _____

Are you able to work overtime, if required? Yes No

EDUCATION & TRAINING:

High School Attended: _____ City: _____ State: _____

Did you graduate? Yes No If not, did you complete a GED? Yes No

Name of GED Issuing Authority: _____

College / University / Trade or Technical School	City and State	Major Area of Study	Degree Earned	Graduated Yes or No

KNOWLEDGE, SKILLS, & ABILITIES

What skills or additional training do you have that relate to the job for which you are applying?

What machines or equipment can you operate that relate to the job for which you are applying?

List all professional certifications you currently hold: .

Complete only if position requires driving:

Do you have a valid Tennessee driver's license? Yes No Type: _____

Have you ever had your driver's license suspended or revoked? Yes No

EMPLOYMENT HISTORY:

List your last four employers, starting with the most recent including military experience. Account for all military service and any periods of unemployment. If self-employed, give name of business.

May we contact your current employer? Yes No

Employer: _____ Job Title: _____

Street Address: _____ City, State, Zip Code: _____

Telephone Number: _____ Employed From: _____ To: _____

Rate of Pay: _____ Reason for Leaving: _____

Employer: _____ Job Title: _____

Street Address: _____ City, State, Zip Code: _____

Telephone Number: _____ Employed From: _____ To: _____

Rate of Pay: _____ Reason for Leaving: _____

Employer: _____ Job Title: _____

Street Address: _____ City, State, Zip Code: _____

Telephone Number: _____ Employed From: _____ To: _____

Rate of Pay: _____ Reason for Leaving: _____

Employer: _____ Job Title: _____

Street Address: _____ City, State, Zip Code: _____

Telephone Number: _____ Employed From: _____ To: _____

Rate of Pay: _____ Reason for Leaving: _____

REFERENCES:

List three professional references not related to you. If not applicable, list three school or personal references not related to you.

Name	Telephone Number	Years Known

AUTHORIZATION / AGREEMENT:

By my signature below, I certify that all of the information and statements provided by me in and with this application are true and correct.

It is understood and agreed upon that any misrepresentation or omission by me in this application will be sufficient cause for cancellation of this application and/or separation from the City of White House if I have been employed.

I give the City of White House the right to investigate all references and to secure additional information about me. I consent to the release of information to the City of White House about my ability and fitness for employment by employers, schools, law enforcement agencies and other individuals and organizations. I hereby release from liability the City of White House and its representatives for seeking such information and all other persons, corporations or organizations for providing such information.

Should I be offered employment, I understand that:

- 1) The offer is contingent upon the results of my background check and post-offer drug screen.
- 2) To be an employee of the City of White House proof of legal authorization to work in the United States is required. If hired, I must provide the necessary authorization documents within three (3) business days of hire.
- 3) Employment with the City of White House shall be solely on an at-will basis. I understand that no representative of the City of White House has the authority to make any assurances to the contrary.

Signature: _____

Date: _____