

CITY OF ERIN
APPLICATION FOR EMPLOYMENT

1. The following are minimum standards for City of Erin applicants:
 - A. You must be at least 18 years of age.
 - B. You must be a citizen of the United States.
 - C. You must be a high school graduate or an acceptable equivalent.
 - D. You must not have been convicted of or pleaded guilty to or entered a plea of nolo contendere to any felony charge or to any violation of any federal or state law or city ordinances relating to force violence, theft, dishonesty, gambling, liquor or controlled substance.
 - E. You must never have been discharged from any branch of the Armed Forces under anything other than honorable conditions.
 - F. You must have a good driving record.
 - G. You must possess a current Tennessee Operator's License as issued by the Tennessee Department of Safety.
 - H. You must complete our application form completely and submit it with the following attachments, prior to any consideration for interview or employment:
 - 1) A copy of your birth certificate or other acceptable certified proof of birth date. _____
 - 2) A copy of your high school diploma or equivalent. _____
 - 3) A copy of your current driver's license. _____
 - 4) A copy of your social security card. _____
 - 5) A copy of your Armed Forces discharge certificate if you served in the Armed Forces. _____
 - 6) A completed and signed form, as provided, for authority to release information. This is necessary for completing a background investigation. _____
 - I. Upon being offered a position with the City of Erin, you must successfully pass a psychological examination and a physical examination including a drug screen. _____

AUTHORITY TO RELEASE INFORMATION

I hereby authorize the City of Erin, its personnel or other authorized representative of the City of Erin bearing this release, or copy thereof, within one year of its date, to obtain any information in your files pertaining to my employment, military, credit or educational records, including but not limited to, academic achievement, attendance, athletic, personal history and disciplinary records, medical records and credit records. I hereby direct and request that you may release such information upon request of the bearer. This release is executed with full knowledge and understanding that the information is for the official use of the City of Erin to complete a background check in reference to my application for employment. I hereby release the City of Erin and personnel and any school, college, university or other educational institutions, hospital or other repository of medical records, credit bureau, lending institution, consumer reporting agency or retail business, individually and collectively, from any and all liability for damages of whatever kind, which may at any time result to me, my heirs, family or associates because of compliance with the authorization and request to release information, or any attempt to comply with it. Should there be any questions about the validity of this release, you may contact me as indicated below.

Full Name: _____ Full Name: _____
(Signature) (Typed or Printed)

Current Address: _____

Phone Number: _____ Cell Number: _____

Check of Criminal and Driving Record of Employment Applicant

Social Security Number: _____ Date of Birth: _____

Driver's License Number: _____ Expiration Date: _____

Commercial License: _____ Yes _____ No If yes, Type: _____

Signature: _____ Date: _____

CITY OF ERIN

Employment Application

Applicant Information

Date: _____

Last Name: _____ First: _____ M.I.: _____

Street Address: _____ Apt. # _____

City: _____ State: _____ Zip: _____

Date of Birth: _____ SSN#: _____

Driver's License #: _____ Phone #: _____

E-mail Address: _____

Position Applied for: _____

Date Available: _____ Desired Salary: _____

Are you a United States citizen? (Circle one) Yes/No

If no, are you authorized to work in the U.S.? (Circle one) Yes/No

Have you ever worked for this company? (Circle one) Yes/No

If so, when?

Have you ever been convicted of a felony? (Circle one) Yes/No

If yes, explain

Education

High School: _____ Address: _____

From: _____ To: _____

Did you graduate? (Circle one) Yes/No Degree: _____

College: _____ Address: _____

From: _____ To: _____

Did you graduate? (Circle one) Yes/No Degree: _____

Other: _____ Address: _____

From: _____ To: _____

Did you graduate? (Circle one) Yes/No Degree: _____

Previous Employment

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Responsibilities: _____
From: _____ To: _____
May we contact your previous supervisor for a reference? (Circle one) Yes/No

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Responsibilities: _____
From: _____ To: _____
May we contact your previous supervisor for a reference? (Circle one) Yes/No

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Responsibilities: _____
From: _____ To: _____
May we contact your previous supervisor for a reference? (Circle one) Yes/No

Military Service

Branch: _____ From: _____ To: _____
Rank at Discharge: _____
Type of Discharge: _____
If less than honorable, explain: _____

References

Full Name: _____
Relationship: _____
Company: _____
Address: _____
Phone: () _____

Full Name: _____
Relationship: _____
Company: _____
Address: _____
Phone: () _____

Full Name: _____
Relationship: _____
Company: _____
Address: _____
Phone: () _____

DISCLAIMER AND SIGNATURE

I certify that my answers are true and complete to the best of my knowledge. If this application leads to my employment, I understand that false or misleading information in my application or interview may result in my release from employment.

Signature: _____ Date: _____