



## Employment Application

The position I am applying for is: \_\_\_\_\_

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Name \_\_\_\_\_

Address \_\_\_\_\_ Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP Code \_\_\_\_\_

Telephone \_\_\_\_\_ Email Address \_\_\_\_\_ Social Security Number \_\_\_\_\_

Driver's License Y / N \_\_\_\_\_ Number \_\_\_\_\_ CDL License Y / N \_\_\_\_\_ Class of CDL \_\_\_\_\_

List additional names you have used: \_\_\_\_\_

Please list an additional phone number where we can leave a message:

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Number \_\_\_\_\_

How did you learn about the employment opportunity?

- Newspaper       Job Service       Employment Agency       Friend       Other  
 Walk-in       Website       Education Institution       Employee

### Please be sure to answer all items completely and accurately.

Type of work you would accept:  Full time       Part time       Summer       Temporary

Shift preferred:  Day       Evening       Night

What date would you be available for work? \_\_\_\_\_

Have you ever filed an application with us before?  Yes  No If yes, Month/Year \_\_\_\_\_

Have you ever been employed with us before?  Yes  No

If yes, in what capacity? \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Reason for leaving? \_\_\_\_\_

What is the minimum salary that you would accept? \_\_\_\_\_

Would you be willing to work overtime if required?  Yes  No

Would you be willing to relocate if required?  Yes  No

Would you be willing to travel if required?  Yes  No

Do you have any relatives, including in-laws, currently employed by us?  Yes  No

If yes, state the name, relationship and department in which they are employed.  
\_\_\_\_\_

Are you legally eligible to be employed in the U.S.?  Yes  No *Proof of identity and eligibility will be required upon employment*

Are you a veteran of the U.S. Armed Forces?  Yes  No

Dates of military service \_\_\_\_\_ Branch \_\_\_\_\_

Have you ever been convicted of a crime (other than a minor traffic violation)?  Yes  No

If so, please indicate the nature of the offense, date, state and disposition.  
\_\_\_\_\_

## Education

	High School	Undergraduate College/University	Graduate/Professional
School Name and Location			
Diploma/Degree			
Course of Study			

Describe any skills, specialized training, apprenticeship, certifications, licensures, and applicable extra-curricular activities.

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List equipment and computer software you can operate if applicable to the position.

Type	Tasks Performed	Years of Experience

List construction equipment previously operated if applicable to the position.

Type	Tasks Performed	Years of Experience

## Personal References

Give name, address, telephone number and relationship of three references who are not related to you and are not previous employers.

- | Name | Address | Phone | Relationship |
|------|---------|-------|--------------|
|      |         |       |              |
- | Name | Address | Phone | Relationship |
|------|---------|-------|--------------|
|      |         |       |              |
- | Name | Address | Phone | Relationship |
|------|---------|-------|--------------|
|      |         |       |              |

## Employment Experience

List previous employment. Start with your present or last job. Add another sheet if necessary.

Employer	Dates Employed From / To	Work performed
Address		
Telephone number	Hourly Rate/Salary Starting / Final	Reason for leaving
Job title		
Supervisor		

May we contact the employer listed above?  Yes  No If no, why?

Employer	Dates Employed From / To	Work performed
Address		
Telephone number	Hourly Rate/Salary Starting / Final	Reason for leaving
Job title		
Supervisor		

May we contact the employer listed above?  Yes  No If no, why?

Employer	Dates Employed From / To	Work performed
Address		
Telephone number	Hourly Rate/Salary Starting / Final	Reason for leaving
Job title		
Supervisor		

May we contact the employer listed above?  Yes  No If no, why?

## **Applicant's Statement**

I certify that answers given herein are true and complete to the best of my knowledge.  
I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. If I wish to be considered for employment beyond this time period, I understand that I need to inquire as to whether or not applications are being accepted at that time.

I hereby acknowledge that any employment relationships with Ringgold County is of an At-Will nature, which means that the employee may resign at any time and that Ringgold County may discharge at any time with or without cause. I understand that neither this document nor any offer of employment from Ringgold County constitutes an employment contract unless a specific document to that effect is executed by Ringgold County and be in writing.

I hereby acknowledge that as a condition of employment I may be required to submit to, and successfully pass, a criminal background check, credit history check, post-offer pre-employment physical and drug screen.

In the event of employment, I understand that false or misleading information given in my application or interview(s) shall be considered sufficient cause for dismissal. I further understand that an incomplete application or an absence of my signature on this application is just cause for rejection of this application. I agree to employment entrance exams, if necessary, at Ringgold County cost. I understand that I am required to abide by all rules and regulations of the employer.

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Signature of Applicant

Date

It is the policy of Ringgold County to provide equal treatment to all Ringgold County employees and applicants for Ringgold County employment without regard to race, color, religion, political affiliation, creed, sex, sexual orientation, national origin or ancestry, age, mental or physical disability, marital status, except as bona fide occupational qualifications may require otherwise. This policy applies to all human resources actions and procedures including, but not limited to: recruitment, selection, training, compensation, benefit programs, promotion, demotion, transfer and termination of employment.

*Individuals in need of special accommodations are asked to notify our office in advance.*