

Wilson County Government

Application for Employment

228 E Main Street Room 212 Lebanon, TN 37087

*We appreciate your interest in employment with Wilson County Government. The County provides equal employment and advancement opportunities for all persons regardless of race, creed, sex, national origin, age, religion, disability, marital status or any other classification protected by law. Those applicants requiring reasonable accommodations through the application and interview process should notify a member of the Human Resources department. **All applicants should complete one application for each position desired. Applications are accepted only for current open positions.** Please take a few moments to complete this application in your own handwriting, in ink.*

Position desired: _____ Department _____ Salary desired _____

Name (Last, First, Middle): _____ SS#: _____

Address: _____ City: _____ State _____ Zip _____

Cell Phone: _____ Home Phone: _____

Email: _____

Are you a U.S. citizen, or do you have the legal right to employment in the U.S.? Yes No

Are you 21 years of age or older? Yes No

Can you work Overtime, if needed? Yes No

Are you able to perform the essential functions of the job for which you are applying, either with or without a reasonable accommodation? Yes No

If you answer yes to any of the following, please explain below.

Have you ever worked for Wilson County Government? If yes, When/Position/Supervisor Yes No

Are any of your relatives (by blood or marriage) presently employed by Wilson County? Yes No
If yes, Name/Relationship/Department

Have you ever been discharged or asked to resign from employment? Yes No

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

(Please note that conviction includes plea, verdict, or finding of guilt regardless of whether you were sentenced by a court.) If yes include date, place, conviction and disposition.

Are criminal charges, felony or misdemeanor, pending against you? Yes No

PROFESSIONAL REFERENCES: Please list three (3) persons who are not related to you and who have knowledge of your qualifications for the position(s) for which you are applying.

Name	Employed By	Phone	Occupation	Years Known

EDUCATION:

School Name	Address	Major	G.P.A.	Did you Graduate?	Degree Received
High School				<input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12 <input type="checkbox"/> GED <input type="checkbox"/> Diploma	
Technical School				<input type="checkbox"/> Yes <input type="checkbox"/> No	
College/University				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Graduate School				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other				<input type="checkbox"/> Yes <input type="checkbox"/> No	

EMPLOYMENT HISTORY: List below present and past employment, beginning with your most recent.

Name and Address of Company and Type of Business	From		To		Starting Salary	Ending Salary	Reason for Leaving
	Mo.	Yr.	Mo.	Yr.			
	Summarize the nature of work performed and job responsibilities: Supervisor: Phone:						

May we contact this employer? Yes No

Name and Address of Company and Type of Business	From		To		Starting Salary	Ending Salary	Reason for Leaving
	Mo.	Yr.	Mo.	Yr.			
	Summarize the nature of work performed and job responsibilities: Supervisor: Phone:						

May we contact this employer? Yes No

Name and Address of Company and Type of Business	From		To		Starting Salary	Ending Salary	Reason for Leaving
	Mo.	Yr.	Mo.	Yr.			
	Summarize the nature of work performed and job responsibilities						
Supervisor:							
Phone:							

May we contact this employer?
Yes No

Name and Address of Company and Type of Business	From		To		Starting Salary	Ending Salary	Reason for Leaving
	Mo.	Yr.	Mo.	Yr.			
	Summarize the nature of work performed and job responsibilities						
Supervisor:							
Phone:							

May we contact this employer?
Yes No

List any additional knowledge or skills you have that qualify you for the position desired: (computer skills, certifications, licenses, foreign language, job related training, professional memberships, etc.)

Explain your qualifications for the position desired, why you would be successful in the position and the goals you are pursuing:

Application Statement

I hereby affirm that the information provided on this application (and accompanying resume, if any) is true and complete and correct. I understand that falsified information or significant omissions may disqualify me and my application from further considerations for employment and may be considered justification for dismissal if discovered at a later date.

I expressly authorize without reservation the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions to verify accuracy of all information provided by me in this application, resume, or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using such information in the employment process and others persons, corporations, organizations for furnishing such information about me. I understand that because I am applying for a County position that my application becomes part of public record and may be viewed upon request.

I understand that the employer does not unlawfully discriminate in employment and no questions on this application is used for the purpose of limited or excusing any applicant from consideration from employment on a basis prohibited by applicable local, state, or federal law.

I understand this application remains current for only 30 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered from employment, it will be necessary to reapply and fill out a new application.

If I am hired, I understand that I am free to resign at any time with or without cause and without prior notice, and the employer reserves the same right to terminate my employment at any time with or without cause and without prior notice, except as required by law. This application does not constitute an agreement or contract from employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied, oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the County Mayor. I also understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

Applicants may be subject to pre-screening requirements including drug screening, background check, physical, motor vehicle record check, reference check, written testing, criminal records check, and fingerprinting. I hereby authorize the County to conduct all pre-employment inquiries and tests as described. I release the County and all providers of information from any liability arising out of the gathering and use of such information.

Do Not Sign until you have Read the Above Applicant Statement

I certify that I have read and fully understand and accept all terms of the foregoing Applicant Statement.

Applicant Signature

Date

This application cannot be processed without a signature.

Please mail or deliver completed application, demographic form, and resume (if desired) to:

**Wilson County Human Resources
228 E Main Street Room 212
Lebanon, TN 37087**

For questions concerning this application, please contact the Human Resource office at (615) 466-5138.

Wilson County Government

Demographic Information Form

Wilson County does not discriminate on the basis of race, color, religion, national origin, age, disability, or veteran status in employment opportunities or benefits, or in the provision of services, programs, or activities. Wilson County is an Equal Opportunity Employer and strives to have a selection process that does not unfairly discriminate amongst applicants. Your demographic information **will not be** included with your application during the selection process. Your responses to the items below will be used solely to assist Wilson County in evaluating its recruitment and selection procedures to ensure that the process is fair to all applicants. For this reason you are asked to complete this Demographic Information Form and place it in the postage paid envelope provided and mail it to the Human Resources Office. The Human Resources Office will open the sealed envelopes and compile the statistical data. The Demographic Information Forms **will not** be sent with the job applications to the department with the job opening. They will be kept in the Human Resources Office. This is to ensure that the person(s) in the department doing the hiring will not know the information you complete. No effort will be made by anyone to match your application with this Demographic Information Form.

DO NOT WRITE YOUR NAME, ADDRESS, OR ANY OTHER IDENTIFYING INFORMATION ON THIS FORM OR ON THE ENVELOPE.

Please fill out the items below:

Department for which you are applying: _____

Job Title: _____

Sex: Male Female

Race/Ethnic Group:

Caucasian (White) Black Hispanic Asian/Pacific Islander
 American Indian Alaskan Native

Age: Under 40 years of age 40 or more years of age

Disability: I do not have a disability I have a disability

I first learned of this job from:

Newspaper Advertisement Wilson County Job Board
 Current Wilson County Employee Other _____
 Wilson County Website **(Please Describe)**

After completing this Form, place it in the postage paid envelope, seal it, and place it in the mail. Or if downloaded from the web, please place a stamp on an envelope and mail the form to the Human Resources Department, 228 E Main Street Room 212 Lebanon, TN 37087