



# City of Millington

## APPLICATION FOR EMPLOYMENT

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of non-job-related medical condition or disability; or any other legally protected status.

**OVERVIEW OF THE HIRING AND EMPLOYMENT PROCESS:** This *Application* is only one part of the hiring and employment process. Other parts may include an interview, an employment examination or test, and a demonstration of an ability to perform the essential functions of the job. If you need an accommodation in order to complete any part of the hiring and employment process, please call the following number: **(901) 873-5632**

Prior to completing this *Application* be sure to read the **JOB DESCRIPTION** of the position for which you are applying. As you complete this *Application*, please bear in mind the following:

- We reserve the right to check all information for accuracy and completeness.
- All applications for employment are a matter of public record.
- Required (\*) fields must be completed. **Failure to complete may disqualify you from consideration.**

(PLEASE PRINT)

*Position Applied For	*Date of Application		
*Last Name	*First Name	*Middle Name	
*Street	*City	*State	*Zip
Cell Telephone	*Alternate Number		
*Email Address: _____			

*Are you at least 18 years old?	<input type="checkbox"/> Yes <input type="checkbox"/> No
*Are you at least 21 years old?	<input type="checkbox"/> Yes <input type="checkbox"/> No
*Have you ever filed an application with us before?	<input type="checkbox"/> Yes <input type="checkbox"/> No
*If yes, when and for what position?	
*Have you ever been employed with us before?	<input type="checkbox"/> Yes <input type="checkbox"/> No
*If yes, when and for what position?	
Are you currently employed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
*Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? ( <i>Proof of citizenship or immigration status will be required upon employment</i> )	<input type="checkbox"/> Yes <input type="checkbox"/> No
On what date would you be available for work?	
Are you currently on "lay-off" status and subject to recall?	<input type="checkbox"/> Yes <input type="checkbox"/> No
*Are you related to any Millington City Official or Employee?	<input type="checkbox"/> Yes <input type="checkbox"/> No
*If Yes, please state name, department and relationship.	
*Have you ever been convicted of a crime? ( <i>Conviction will not necessarily disqualify an applicant from employment.</i> )	<input type="checkbox"/> Yes <input type="checkbox"/> No
*If yes, please explain:	
Do you have a valid driver's license?	<input type="checkbox"/> Yes <input type="checkbox"/> No

**ATTENTION – Notice to Applicant – IMPORTANT**

The information you provide in this application will determine if you meet the minimum qualifications for this job and whether you will be rated qualified for this position. You must provide SPECIFIC information regarding your education and experience relevant to both the "minimum qualifications" and the "knowledge, skills and abilities" sections of the job posting.

Specific Information Includes:

- (1) Job title
- (2) Exact dates employed
- (2) Detailed reason for leaving
- (3) Name and current phone number for supervisor
- (4) Detailed description of functions performed

\*By checking the box below, I authorize the employers and/or educational institutions identified in this employment application to release ANY information they have, concerning my employment or education, to the City of Millington.       Yes       No

**EDUCATION**

	High School				Undergraduate College/University				Graduate/Professional			
School Name and Location												
Years Completed	9	10	11	12	1	2	3	4	1	2	3	4
Diploma/Degree												
Describe any honors you have received												
Describe Course of Study												

**EDUCATION**

	Undergraduate College/University				Undergraduate College/University				Graduate/Professional			
School Name and Location												
Years Completed	1	2	3	4	1	2	3	4	1	2	3	4
Diploma/Degree												
Describe any honors you have received												
Describe Course of Study												

**ACTIVITIES**

List professional, trade, business or civic activities and offices held. <i>You may exclude memberships which would reveal sex, race, religion, national origin, age, ancestry, or handicap or other protected status:</i>

## REFERENCES

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

1.

2.

3.

## SPECIAL SKILLS & QUALIFICATIONS

Summarize special job-related skills and qualifications acquired from employment or other experience.

## ADDITIONAL INFORMATION

State any additional information you feel may be helpful to us in considering your application:

## EMPLOYMENT

For employment history, please start with your present or most recent job. Include any job-related military service assignments and/or volunteer activities.

Current / Most Recent Employer		Dates Employed		Work Performed
		From	To	
Address				
Job Title		Hourly Rate/Salary		
		Starting	Final	
Telephone Number(s)	Supervisor			
Reason for Leaving				

<b>Employer</b>		Dates Employed From                      To		Work Performed
Address				
Job Title		Hourly Rate/Salary Starting                      Final		
Telephone Number(s)	Supervisor			
Reason for Leaving				
<b>Employer</b>		Dates Employed From                      To		Work Performed
Address				
Job Title		Hourly Rate/Salary Starting                      Final		
Telephone Number(s)	Supervisor			
Reason for Leaving				
<b>Employer</b>		Dates Employed From                      To		Work Performed
Address				
Job Title		Hourly Rate/Salary Starting                      Final		
Telephone Number(s)	Supervisor			
Reason for Leaving				
<b>Employer</b>		Dates Employed From                      To		Work Performed
Address				
Job Title		Hourly Rate/Salary Starting                      Final		
Telephone Number(s)	Supervisor			
Reason for Leaving				
<b>Employer</b>		Dates Employed From                      To		Work Performed
Address				
Job Title		Hourly Rate/Salary Starting                      Final		
Telephone Number(s)	Supervisor			
Reason for Leaving				

I acknowledge that upon selection, I will be scheduled to undergo drug and/or alcohol testing. If tested for alcohol, the test will be a breath analysis test. The drug test will involve an analysis of a urine sample, which I will provide at a designated site. The purpose of the test will be to test for the presence of the following substances: amphetamines, marijuana, cocaine, opiates, PCP, alcohol, and/or any additional drugs listed in the Tennessee Drug Control Act. I acknowledge that the drug/alcohol screen test results will be made available to the testing laboratory, medical review officer, the Personnel Director, or his/her designee. As an applicant, I am aware that a confirmed and verified positive drug/alcohol test result will rescind any conditional offer of employment. The City has a zero-tolerance policy on drug and alcohol abuse and depending on job classification may test randomly, post-accident and/or for probable suspicion.

## **APPLICANT'S STATEMENT**

I hereby certify that I have reviewed my application and all statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I understand and agree misstatements, falsified information and/or omissions of material facts may disqualify me and my application from further consideration for employment and may be considered justification for dismissal if discovered at a later date. Failure to provide any required information will result in my application not being considered. I waive any right of privilege, privacy, and/or confidentiality I may have in the information provided by references, or others whom I have indicated that may be contacted.

**NOTICE to POLICE OFFICER APPLICANTS:** All candidates for position of Police Officer must certify that he/she has NEVER been convicted of a crime of domestic violence in accordance with the Crime Bill, 1996, Lindberg Amendment, which states that "anyone convicted of a crime of domestic violence MAY NOT possess or own ANY KIND OF FIREARM."

\*Have you ever been convicted of a crime of domestic violence?     Yes     No

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\*Signature of Applicant

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\*Date

The City of Millington would like to take this opportunity to thank you for your interest in the above referenced position and for your interest in serving the City's citizens in this selected capacity.

**The City of Millington - Personnel Office**

7930 Nelson Road  
Millington, TN 38053

Phone: 901-873-5630  
Fax: 901-873-5636