

**Knox County
Application for Employment**

ANSWER ALL QUESTIONS COMPLETELY. Please print. Use blue or black ink. If hired, this application becomes a permanent record. This application will be retained for a one (1) year period. Knox County is an equal opportunity employer who guarantees compliance to all applicable Federal and State laws. Every applicant for employment and employee has the right to equal consideration without regard to race, color, religion, national origin, sex, age, marital status or veteran status.

Position Applying for _____ Date _____

Name

Last First Middle Initial

Present Address

Phone Number

Street City State Zip

() _____

Previous Address

Social Security Number

Street City State Zip

How long at present address? _____ How long at previous address? _____

Have you been employed with us before?

___ No
___ Yes (give dates) _____

Do you have any relatives working for us?

___ No ___ Yes (If yes, give name and relationship) _____

Are you currently employed? ___ No ___ Yes May we contact your present employer? ___ No ___ Yes

Date you can start work? _____ Available for: Full-time Part-time Temporary

Are you currently on "Lay Off" Status and Subject to Recall? ___ No ___ Yes

(Give Company Name and expected recall date) _____

Have you ever been convicted of a felony?

___ No ___ Yes (Explain) _____

Are you a veteran of the U.S. Military Service?

___ No ___ Yes (Branch and Dates) _____

Do you have any physical, mental, medical impairments or disability, which would limit your ability to perform job related duties?

___ No ___ Yes (Explain) _____

EDUCATION

Schools	Print name, city and State For each school listed	Dates (Mo/Yr)	Type course or Major	Graduated? List degree
High School	_____	From _____	_____	_____ Yes
	_____	To _____	_____	_____ No
	_____			_____
College	_____	From _____	_____	_____ Yes
	_____	To _____	_____	_____ No
	_____			_____
Graduate	_____	From _____	_____	_____ Yes
	_____	To _____	_____	_____ No
	_____			_____
Other	_____	From _____	_____	_____ Yes
	_____	To _____	_____	_____ No
	_____			_____

Describe any specialized training, apprenticeship, skills and extracurricular activities:

Describe any honors you have received:

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

List professional, trade, business or civic activities and offices held. (You may exclude memberships that would reveal sex, race, religion, national origin, age, ancestry, handicap or other protected status.)

Employment History
(Start with your present or last job)

Dates	Name & Address of Employer	Salary	Responsibilities
From _____	_____	Starting _____	_____
To _____	_____	End _____	_____
Job Title _____	_____	Supervisor _____	_____
Reason for leaving _____			

From _____	_____	Starting _____	_____
To _____	_____	End _____	_____
Job Title _____	_____	Supervisor _____	_____
Reason for leaving _____			

From _____	_____	Starting _____	_____
To _____	_____	End _____	_____
Job Title _____	_____	Supervisor _____	_____
Reason for leaving _____			

From _____	_____	Starting _____	_____
To _____	_____	End _____	_____
Job Title _____	_____	Supervisor _____	_____
Reason for leaving _____			

Special skills and qualifications (summarize special skills and qualifications acquired from employment or other experience.)

References (Give three references who are not related and not previous employers.)

Name (and relationship)	Address	Telephone Number
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
_____	_____	_____

Applicant Statement

I certify that the information contained in this application is true and complete to the best of my knowledge. I understand that any misrepresentation of fact, as stated or implied, given in my application, interviews, or other employment forms will be sufficient reason not to hire me and may result in my discharge if I am hired.

I authorize investigation of all statements contained in this application as may be necessary in arriving at an employment decision. I understand that I waive any rights I have to receive notice from any persons listed on this application regarding the release of information relating to this application for employment with Knox County.

I understand that I may be required to submit to pre-employment drug testing, and I hereby waive any and all objections to such testing. I understand that the results of such testing may have the effect of disqualifying me for a position or any position of employment with Knox County.

I understand that Knox County is in no way obligated to provide employment and that I am in no way obligated to accept employment with the County. Nothing in this application is intended to create any contract of employment, expressed or implied, or to create any rights in the nature of a contract of employment. This application does not bind either party for any specific period of employment.

If I am hired, nothing shall restrict my right as an employee to terminate my employment at any time, nor shall anything restrict the right of the County to terminate my employment at any time at the option of the County, subject to the terms of any collective bargaining agreement that may apply to me.

I also understand that if hired, I am required to abide by all rules and regulations of the County. The County's policies and procedures relating to conditions of employment may be modified by the County without notice, subject to the terms of any collective bargaining agreement that may apply to me.

Signature of applicant

Date