

**CITY OF SWEETWATER  
APPLICATION FOR EMPLOYMENT**

This application may be returned to:     City Recorder  
City of Sweetwater  
203 Monroe Street  
P.O. Box 267  
Sweetwater, TN 37874

(423) 337-6979

FAX (423) 337-9663

Email: [jmorgan@sweetwatertn.net](mailto:jmorgan@sweetwatertn.net)

The City of Sweetwater, Tennessee is an EQUAL OPPORTUNITY EMPLOYER. Our goal is for our workforce to be representative of the working population of Sweetwater. We do not discriminate on the basis of race, creed, color, religion, national origin, disability, political affiliation, veteran status, sex or age, in all matters pertaining to employment and promotion. We will not tolerate discrimination on the part of commissioners, department heads, or employees. Women, minorities, and the disabled are encouraged to apply. All applicants are subject to a reference check, background check, post-offer physical examination and drug screening.

**Personal Information:**

|                          |       |                       |          |
|--------------------------|-------|-----------------------|----------|
| NAME: _____              |       |                       |          |
| Last                     | First | Middle                | Nickname |
| ADDRESS: _____           |       |                       |          |
| _____                    |       |                       |          |
| PHONE: _____             |       |                       |          |
| HOME                     |       | OTHER (BUSINESS/CELL) |          |
| SOCIAL SECURITY #: _____ |       |                       |          |
| EMERGENCY CONTACT: _____ |       |                       |          |
| _____                    |       | _____                 |          |
| Relationship             |       | Phone                 |          |

**GENERAL INFORMATION:**

POSITION DESIRED: \_\_\_\_\_

ARE YOU APPLYING FOR: FULL TIME \_\_\_\_\_ PART TIME \_\_\_\_\_ SEASONAL \_\_\_\_\_

If Part time, what days/hours are you available? \_\_\_\_\_

Shift Work: If the job for which you are applying involves shift work and/or work on weekends, your shift and/or days off may periodically be changed. Do you have any personal/family situation which would interfere with your being assigned to a different shift, days off or overtime when required, with reasonable notice, except for emergencies?

YES \_\_\_\_\_ NO \_\_\_\_\_

Do you have any family members or relatives employed by the City of Sweetwater? YES \_\_\_\_\_ or NO \_\_\_\_\_. If YES, their name & department \_\_\_\_\_

Have you previously been employed by the City of Sweetwater? YES \_\_\_\_\_ NO \_\_\_\_\_  
If Yes, what dates and position? \_\_\_\_\_

Are you over the age of eighteen? YES \_\_\_\_\_ NO \_\_\_\_\_

Do you have a legal right to work in the United States? YES \_\_\_\_\_ NO \_\_\_\_\_  
(We use the EVerify program on all new employees. Proof of citizenship or immigration status will be required upon employment.)

Have you ever been convicted of a felony? YES \_\_\_\_\_ NO \_\_\_\_\_  
(Note: This may be relevant if job related, but does not bar you from employment)

If Yes, please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Driver's License # \_\_\_\_\_ State issued: \_\_\_\_\_ Expiration \_\_\_\_\_

**Education and Training:**

High School Attended: \_\_\_\_\_  
Name Location

High School Diploma: YES \_\_\_\_\_ NO \_\_\_\_\_ GED \_\_\_\_\_

| College/University<br>Or Trade Schools<br>Attended | City/State | Degree Earned | Major Area of Study |
|--|------------|---------------|---------------------|
|  |            |               |                     |
|  |            |               |                     |
|  |            |               |                     |

List other training received (special courses, work training programs, Armed Forces training) related to the position for which you have applied: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

List any certificates or licenses you currently hold or have held in the past that are related to the position for which you have applied: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## EMPLOYMENT HISTORY:

Name of Current or Last Employer: \_\_\_\_\_

Address: \_\_\_\_\_ Phone # \_\_\_\_\_

Job Title: \_\_\_\_\_ Supervisor's name: \_\_\_\_\_

Date Hired: \_\_\_\_\_ Date Left: \_\_\_\_\_

Full Time hours per week: \_\_\_\_\_ Part time hours per week: \_\_\_\_\_

Starting Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_ May we contact this employer? Yes \_\_\_ No \_\_\_

Duties and Responsibilities: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

\_\_\_\_\_

Previous Employer: \_\_\_\_\_

Address: \_\_\_\_\_ Phone # \_\_\_\_\_

Job Title: \_\_\_\_\_ Supervisor's name: \_\_\_\_\_

Date Hired: \_\_\_\_\_ Date Left: \_\_\_\_\_

Full Time hours per week: \_\_\_\_\_ Part time hours per week: \_\_\_\_\_

Starting Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_ May we contact this employer? Yes \_\_\_ No \_\_\_

Duties and Responsibilities: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

\_\_\_\_\_

Previous Employer: \_\_\_\_\_

Address: \_\_\_\_\_ Phone # \_\_\_\_\_

Job Title: \_\_\_\_\_ Supervisor's name: \_\_\_\_\_

Date Hired: \_\_\_\_\_ Date Left: \_\_\_\_\_

Full Time hours per week: \_\_\_\_\_ Part time hours per week: \_\_\_\_\_

Starting Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_ May we contact this employer? Yes \_\_\_ No \_\_\_

Duties and Responsibilities: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

\_\_\_\_\_

Previous Employer: \_\_\_\_\_

Address: \_\_\_\_\_ Phone # \_\_\_\_\_

Job Title: \_\_\_\_\_ Supervisor's name: \_\_\_\_\_

Date Hired: \_\_\_\_\_ Date Left: \_\_\_\_\_

Full Time hours per week: \_\_\_\_\_ Part time hours per week: \_\_\_\_\_

Starting Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_ May we contact this employer? Yes \_\_\_ No \_\_\_

Duties and Responsibilities: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

\_\_\_\_\_

NOTE: You may attach supplemental information, resume or certifications in addition to the completed information above. This application will only be considered if there are no omissions. Do not leave spaces blank.

REFERENCES: Please list three persons, other than relatives or former employers, who have knowledge of your character and/or abilities:

| NAME | MAILING ADDRESS | YEARS KNOWN | PHONE # |
|------|-----------------|-------------|---------|
|      |                 |             |         |
|      |                 |             |         |
|      |                 |             |         |

This application is but one part of the hiring and employment process. Other parts may include an interview, and employment examination or test and a demonstration of an ability to perform the essential functions of the job. As you complete the 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.
- Any offer of employment is conditional pending results of a physical exam and drug screening.
- A background investigation may be required.
- A psychological examination and physical agility test is required for Police and Fire Department applicants.

APPLICANT COMMENTS: \_\_\_\_\_

\_\_\_\_\_

PLEASE READ THE FOLLOWING CAREFULLY BEFORE SIGNING:

I hereby affirm that the information provided on this application is true and complete to the best of my knowledge. I understand that, if employed, falsified information provided on this form shall be sufficient cause for dismissal or, if not employed, cancellation of this application. The City of Sweetwater is hereby authorized to make an investigation of my personal background and employment history. I hereby authorized former employers and other agencies or institutions to release employment, medical or other types of background information to the City of Sweetwater.

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE