



# APPLICATION FOR EMPLOYMENT

## Personal Data

(First)	(Middle)	(Last)	(Nickname)		
Name:				Social Security Number:	
Address:		City:	State:	Zip:	
Main Phone #:		Alternate Phone #:		Email:	
Date Available:	Have you ever applied with Madison County Government? <input type="checkbox"/> yes <input type="checkbox"/> no   Date:   Department:			Legal right to work in U.S.? <input type="checkbox"/> yes <input type="checkbox"/> no	
How did you hear about us?	<input type="checkbox"/> Employment Security	<input type="checkbox"/> Newspaper	<input type="checkbox"/> Referred by Department		
	<input type="checkbox"/> Friend (not an employee)	<input type="checkbox"/> Radio	<input type="checkbox"/> Referred by Employee		
	<input type="checkbox"/> Yellow Pages	<input type="checkbox"/> Job Fair	<input type="checkbox"/> Other		
Birthday   Month/Day:			Are you at least 18 years of age? <input type="checkbox"/> yes <input type="checkbox"/> no		
Emergency Contact:			Phone:		

## Availability

What is the desired pay you will accept? \$ _____/hr \$ _____/yr	Days available to work: <input type="checkbox"/> Sunday <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday	Hours available to work: <input type="checkbox"/> 1st shift: _____
What position are you applying for? _____		<input type="checkbox"/> Other: _____
Are you interested in Full-time or Part-time?		
Previously employed?		
Department _____ Supervisor _____		
Are you a US Citizen? <input type="checkbox"/> yes <input type="checkbox"/> no		

## Education

Name of School	City, State	Major Course of Study	Highest Grade/Level Completed	GPA

## Personal References: List people (not relatives) who know you and your work.

Name	Occupation	Address	Phone Number	Relationship

**Employment History:** Give a complete and accurate full-time & part-time employment record. Start with your present or most recent employer.

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Company Name: \_\_\_\_\_ Start (mo/yr): \_\_\_\_\_ End (mo/yr): \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Position Held: \_\_\_\_\_ Wage: \$ \_\_\_\_\_

Job Duties: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_ May we contact for reference?  yes  no

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Company Name: \_\_\_\_\_ Start (mo/yr): \_\_\_\_\_ End (mo/yr): \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Position Held: \_\_\_\_\_ Wage: \$ \_\_\_\_\_

Job Duties: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_ May we contact for reference?  yes  no

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Company Name: \_\_\_\_\_ Start (mo/yr): \_\_\_\_\_ End (mo/yr): \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Position Held: \_\_\_\_\_ Wage: \$ \_\_\_\_\_

Job Duties: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_ May we contact for reference?  yes  no

**Comments on your work experience:**

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**Conditions for Acceptance of Employment**

By signing below, I agree that the information given on this application for employment is true and correct to the best of my knowledge. I understand that any omission, false or misleading statements made by me on this application, during an employment interview or in connection with any physical examination will be grounds for the Company to refuse to consider me for employment, revoke an offer of employment or constitute grounds for dismissal in the event I am employed. This is not an offer for or a contract for employment. This application will remain on file for one (1) year.

Madison County, Tennessee is an Equal Opportunity Employer. Qualified applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, disability or any other legally protected status.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**Submit to the attention of: Human Resource  
100 E. Main St., STE 303  
Jackson, TN 38301**