



# EMPLOYMENT HISTORY

List your last four (4) employers, assignments or volunteer activities, starting with the most recent, including military experience.

**#1 - Most Recent/Present Employer:** \_\_\_\_\_

Address: \_\_\_\_\_

Dates Employed: From \_\_\_\_\_ To \_\_\_\_\_ Job Title: \_\_\_\_\_

Immediate Supervisor & Title: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Hourly Rate/Salary (Final) \$ \_\_\_\_\_ per \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

May we contact this reference:  YES  NO

Summarize the nature of the work performed & job responsibilities: \_\_\_\_\_



**#2 - Past Employer:** \_\_\_\_\_

Address: \_\_\_\_\_

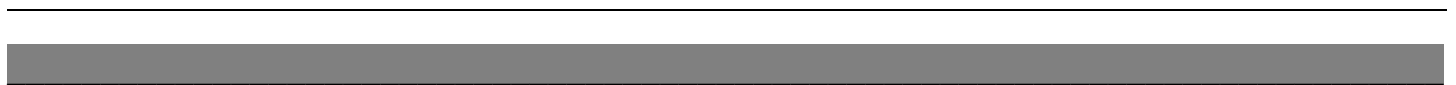
Dates Employed: From \_\_\_\_\_ To \_\_\_\_\_ Job Title: \_\_\_\_\_

Immediate Supervisor & Title: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Hourly Rate/Salary (Final) \$ \_\_\_\_\_ per \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

May we contact this reference:  YES  NO

Summarize the nature of the work performed & job responsibilities: \_\_\_\_\_



**#3 - Past Employer:** \_\_\_\_\_

Address: \_\_\_\_\_

Dates Employed: From \_\_\_\_\_ To \_\_\_\_\_ Job Title: \_\_\_\_\_

Immediate Supervisor & Title: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Hourly Rate/Salary (Final) \$ \_\_\_\_\_ per \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

May we contact this reference:  YES  NO

Summarize the nature of the work performed & job responsibilities: \_\_\_\_\_



**#4 - Past Employer:** \_\_\_\_\_

Address: \_\_\_\_\_

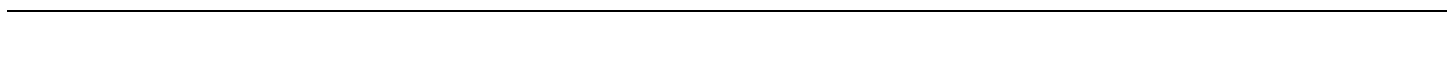
Dates Employed: From \_\_\_\_\_ To \_\_\_\_\_ Job Title: \_\_\_\_\_

Immediate Supervisor & Title: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Hourly Rate/Salary (Final) \$ \_\_\_\_\_ per \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

May we contact this reference:  YES  NO

Summarize the nature of the work performed & job responsibilities: \_\_\_\_\_



## EDUCATIONAL BACKGROUND

A. School/Address	Number Yrs Completed	Number Hrs Completed	Degree Diploma	Major Minor
1.				
2.				
3.				

B. College/University				
1.				
2.				
3.				

## REFERENCES

List the names and telephone number of three business/work references who are not related to you and are not previous supervisors. If not applicable, list three school or personal references who are not related to you.

Name	Telephone Number	Years Known
1.		
2.		
3.		

List professional, trade, business, or civic associations and any offices held. (Exclude memberships which would reveal sex, race, religion, national origin, age, color, disability or other protected status.)

Organization	Offices Held

**OTHER**

List any personal circumstances (such as relocation, retirement, school attendance, etc.) that would assist us in placing you in a position to best accommodate your lifestyle.

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List any additional information that you would like us to consider: \_\_\_\_\_

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**IMPORTANT**

The City of Mt. Juliet is an equal opportunity employer and does not discriminate on the basis of sex, race, color, religion, national origin, age, disability or veteran status in employment opportunities and benefits.

The employment application is but one part of the hiring process, which 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 contact the Human Resources Department.

I certify that, to the best of my knowledge and belief, all of the information and statements provided by me in and with this application are true, correct, complete and provided in good faith.

It is understood and agreed upon that any misrepresentation by me in this application will be sufficient cause for cancellation of this application and/or separation from the employer's service if I have been employed.

I give the City of Mt. Juliet the right to investigate all references, including detailed background checks and to secure additional information about me. I consent to the release of information to the City of Mt. Juliet about my ability and fitness for employment by employers, schools, law enforcement agencies and other individuals and organizations. I hereby release from liability the City of Mt. Juliet and its representative for seeking such information and all other persons, corporations or organizations for furnishing such information.

The City of Mt. Juliet is an Equal Opportunity Employer and is Title VI compliant. The City of Mt. Juliet does not discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant's consideration for employment on a basis prohibited by local, state or federal law.

I understand that just as I am free to resign at any time, the City of Mt. Juliet reserves the right to terminate my employment pursuant to the City's Personnel Rules and Regulations. I understand that no representative of the City of Mt. Juliet has the authority to make any assurances to the contrary.

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

*Date* \_\_\_\_\_

**NOTICE TO APPLICANTS  
AND EMPLOYEES**

Screening tests for alcohol and  
illegal drug use may be required  
before hiring and during your  
course of employment here.

We are proud to be a  
**DRUG-FREE**  
WORKPLACE

**CITY OF MT. JULIET VOLUNTARY DEMOGRAPHIC INFORMATION FORM**

The City of Mt. Juliet does not discriminate on the basis of race, sex, color, religion, national origin, age, disability or veteran status in employment opportunities or benefits or in the provision of services, programs, or activities. This information will not be a factor in consideration for your job application. The City of Mt. Juliet is an EQUAL OPPORTUNITY EMPLOYER. While completion of this form is completely voluntary, the City of Mt. Juliet does wish to maintain demographic information about persons who apply for its job openings in order to evaluate whether its means of publicizing its job openings is resulting in application, which are representative of the community. For this reason, you are asked to complete this form and turn it in with your application. These forms will be immediately removed from your application when submitted to the Human Resources Department.

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

Department Applied for: \_\_\_\_\_

Job Title Applied for: \_\_\_\_\_

Sex: \_\_\_\_\_ Male \_\_\_\_\_ Female

Race/Ethnic Group:

\_\_\_\_\_ African American \_\_\_\_\_ American Indian/Alaskan Native  
\_\_\_\_\_ Asian/Pacific Islander \_\_\_\_\_ Caucasian  
\_\_\_\_\_ Hispanic

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 :

\_\_\_\_\_ Employee Referral  
\_\_\_\_\_ Walk-In  
\_\_\_\_\_ City Posting  
\_\_\_\_\_ Local Newspaper  
\_\_\_\_\_ Local Access Channel #  
\_\_\_\_\_ Another Governmental Agency  
\_\_\_\_\_ Other (Please describe) \_\_\_\_\_