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# Application for Employment

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The Town of Morrison is an equal opportunity employer and considers applicants without regard to race, creed, religion, gender, national origin, age, disability, or any other legally protected status.

## PLEASE PRINT LEGIBLY

Position Applied For: \_\_\_\_\_ Salary/Wage Requirements: \_\_\_\_\_

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### GENERAL INFORMATION:

First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Street Address: \_\_\_\_\_ City, State, Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

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

Are you at least 18 years of age?  Yes  No

Are you related by blood, adoption or marriage to a current employee of the Town?  Yes  No

If yes, please give name and relationship: \_\_\_\_\_

If employed, will you be able to produce evidence that you are eligible for employment in the United States?

Yes  No

*Proof of employment eligibility will be required upon employment.*

Have you ever been convicted of any felonies other than minor traffic violations?  Yes  No

If yes, please explain: \_\_\_\_\_

*A criminal record or a conviction will not automatically bar employment but will be considered only as it reasonably relates to your fitness to perform in the position for which you are applying.*

Have you ever been employed by the Town of Morrison?  Yes  No

If yes, what position was held? \_\_\_\_\_ If yes, give dates: \_\_\_\_\_

Are you able to work overtime, if required?  Yes  No First available date for work: \_\_\_\_\_

Employment Desired:  Full Time  Part Time  Seasonal  Other \_\_\_\_\_

Are you able to perform the essential functions of the job for which you applied based on the job description provided?  Yes  No

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**EDUCATION & TRAINING:**

High School Attended: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Do you have a high school diploma or GED?  Yes  No *A high school diploma/GED may not be required for all positions. Not possessing a diploma/GED may disqualify an applicant from some positions based on job necessity.*

College / University / Trade or Technical School	City and State	Major Area of Study	Degree Earned	Graduated Yes or No

**KNOWLEDGE, SKILLS, & ABILITIES**

What skills or additional training do you have that relate to the job for which you are applying?

What machines or equipment can you operate that relate to the job for which you are applying?

List all professional certifications you currently hold:

Do you have a valid driver's license?  Yes  No Type: \_\_\_\_\_Have you ever had your driver's license suspended or revoked?  Yes  No

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**EMPLOYMENT HISTORY:**

List your last three employers, starting with the most recent including military experience. Account for all military service and any periods of unemployment. If self-employed, give name of business.

Employer: \_\_\_\_\_ Job Title: \_\_\_\_\_

Street Address: \_\_\_\_\_ City, State, Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Employed From: \_\_\_\_\_ To: \_\_\_\_\_

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

May we contact employer?  Yes  No

Employer: \_\_\_\_\_ Job Title: \_\_\_\_\_

Street Address: \_\_\_\_\_ City, State, Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Employed From: \_\_\_\_\_ To: \_\_\_\_\_

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Street Address: \_\_\_\_\_ City, State, Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Employed From: \_\_\_\_\_ To: \_\_\_\_\_

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

May we contact employer?  Yes  No

\*\*if additional space is needed, please continue on a separate sheet of paper\*\*

**REFERENCES:**

List three professional references not related to you. If not applicable, list three school or personal references not related to you.

Name	Telephone Number	Years Known

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## AUTHORIZATION / ACKNOWLEDGEMENT

By my signature below, I certify that all of the information and statements provided by me in and with this application are true and correct.

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

I give the Town of Morrison the right to investigate all references and to secure additional information about me, including criminal history, if job-related and consistent with business necessity.

I consent to the release of information to the Town of Morrison about my ability and fitness for employment by employers, schools, law enforcement agencies and other individuals and organizations, as applicable.

I hereby release from liability the Town of Morrison and its representatives for seeking such information and all other persons, corporations, or organizations for providing such information. Per Tenn. Code Ann. § 50-1-105: any employer that, upon request by a prospective employer or a current or former employee, provides truthful, fair, and unbiased information about a current or former employee's job performance is presumed to be acting in good faith and is granted a qualified immunity for the disclosure and the consequences of the disclosure.

I understand that, if based upon job-related and position-related necessity, a consumer credit investigation is required for employment, I will be provided a separate notice and authorization under the Fair Credit Reporting Act (FCRA) 15 U.S.C. § 1681.

I understand that if offered a position with the Town of Morrison, I may be required to pass a pre-employment drug screen and a job-related pre-employment physical if required for the position.

Should I be offered employment, I understand that:

- 1) The offer may be contingent upon the results of a post-offer background check and, if applicable, a post-offer drug screen for safety-sensitive positions.
- 2) To be an employee of the Town of Morrison proof of legal authorization to work in the United States is required. If hired, I must provide the necessary authorization documents within three (3) business days of hire.
- 3) Employment with the Town of Morrison is 'At-Will' meaning that I may resign at any time, or may be discharged at any time, with or without cause.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

For Personnel Office Use Only	
Arrange Interview? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Remarks: _____	
Interviewer: _____	Date of Interview: _____
Employed: <input type="checkbox"/> Yes <input type="checkbox"/> No	Hire Date: _____ Job Title: _____
Rate of Pay: _____	Department: _____