

# Part-Time Application For Employment



## City of Germantown

1930 S. Germantown Road  
Germantown, TN 38138  
www.germantown-tn.gov

### WE ARE AN EQUAL OPPORTUNITY EMPLOYER

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, medical or disability, or any other legally protected status.

(PLEASE PRINT)

Position(s) Applied For:	Date of Application
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**How Did You Learn About Us?**

<input type="checkbox"/> Advertisement	<input type="checkbox"/> Friend	<input type="checkbox"/> Walk-In
<input type="checkbox"/> Employment Agency	<input type="checkbox"/> Relative	<input type="checkbox"/> Other: _____

Last Name	First Name	Middle Name		
Address		City	State	Zip Code
Telephone Number(s) Home:	Cell:	Email:		

Please check  appropriate box.

Hire is subject to verification of age.

1. Have you ever filed an application with us before?  Yes  No  
If Yes, give date: \_\_\_\_\_
2. Have you ever been employed with us before?  Yes  No  
If Yes, list dates/position: \_\_\_\_\_
3. Are you related to any employee or city employee?  Yes  No  
List name, department & relationship: \_\_\_\_\_
4. Are you currently employed?  Yes  No  
If yes, may we contact your present employer?  Yes  No
5. Do you have a legal right to work in the United States?  
(Proof of citizenship or immigration status will be required upon employment)  Yes  No
6. On what date would you be available for work? \_\_\_\_\_
7. What days/hours are you available? \_\_\_\_\_  
Can you work on the weekends?  Yes  No Can you work evenings?  Yes  No
8. Do you possess a valid Driver's License?  Yes  No
9. Are you under the age of 18.  Yes  No
10. Have you been convicted of a felony within the last 7 years?  
(Conviction will not necessarily disqualify an applicant from employment.)  Yes  No  
If Yes, please explain:

**EDUCATION**

	<i>Name &amp; Location</i>	<i># of Years Completed</i>	<i>Major/Course of Study</i>	<i>Diploma/Degree Obtained</i>
High School/ GED				
College/ University				
Graduate School				
Other				

List any job related special qualifications and skills (licenses, certifications, skills with machines, etc.)

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**REFERENCES**

Give names and telephone numbers of three references who are not related to you and are not previous employers.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**FORMER EMPLOYERS** (LIST BELOW LAST FOUR EMPLOYERS, STARTING WITH THE MOST RECENT ONE FIRST)

<i>Dates (MM/YY)</i>	<i>Employer &amp; Location</i>	<i>Position</i>	<i>Salary</i>	<i>Reason for Leaving</i>
FROM TO				

IN CASE OF EMERGENCY NOTIFY: \_\_\_\_\_  
*Name*
*Phone*

"I CERTIFY THAT THE FACTS CONTAINED IN THIS APPLICATION ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND UNDERSTAND THAT, IF EMPLOYED, FALSIFIED STATEMENTS ON THIS APPLICATION SHALL BE GROUNDS FOR DISMISSAL. I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED HEREIN AND THE REFERENCES LISTED ABOVE TO GIVE YOU ANY AND ALL INFORMATION CONCERNING MY PREVIOUS EMPLOYMENT AND ANY PERTINENT INFORMATION THEY MAY HAVE, PERSONAL OR OTHERWISE, AND RELEASE ALL PARTIES FROM ALL LIABILITY FOR ANY DAMAGE THAT MAY RESULT FROM FURNISHING SAME TO YOU. I UNDERSTAND AND AGREE THAT, IF HIRED, MY EMPLOYMENT IS FOR NO DEFINITE PERIOD AND MAY, REGARDLESS OF THE DATE OF PAYMENT OF MY WAGES AND SALARY, BE TERMINATED AT ANY TIME WITHOUT ANY PRIOR NOTICE."

DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

***City of Germantown***

Human Resources Department  
 1930 South Germantown Road  
 Germantown, TN 38138  
 Phone: (901) 757-7250; Fax: (901) 751-7550  
 HRMAILBOX@germantown-tn.gov



**NOTICE TO APPLICANTS**

Screening tests for illegal drug use may be required as a condition of employment.