

MAURY COUNTY HUMAN RESOURCE DEPARTMENT
ONE PUBLIC SQUARE, SUITE 303
COLUMBIA, TN 38401
931-375-2401

APPLICATION FOR EMPLOYMENT

Maury County Government is an Equal Opportunity Employer and does not discriminate on the basis of race, sex, color, religion, national origin, age, disability of veteran status in employment opportunities and benefits. Maury County adheres to Title VII. Maury County Government promotes a drug and alcohol free workplace. Smoking is prohibited in all county facilities and the County is a smoke-free workplace.

Overview of the hiring and employment process: This application is but one part of the hiring and employment process. Other parts 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 this application and/or any part of the hiring and employment process, please call the Human Resource Department at 931-375-2401.

Prior to completing this application be sure to read the job description of the position for which you are applying. As you complete this 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 pursuant to TCA 10-7-503

****PLEASE PRINT NEATLY IN INK OR TYPE. ANSWER ALL QUESTIONS COMPLETELY.
READ ALL INFORMATION ON THIS APPLICATION AND SIGN APPLICATION.**

GENERAL INFORMATION

Date: _____ Position desired: _____

Are you applying for: _____ Full-time _____ Part-time _____ Seasonal _____ Volunteer

Have you been employed by Maury County before? (circle) yes no

How did you hear about this position? _____

PERSONAL INFORMATION

Name: _____
(Last) (First) (Middle)

Phone # Home () Work ()

Email: _____

Address: _____
(Number) (Street)

(City) (State) Zip

Do you have a legal right to work in the U.S.? (circle) yes no

Are you over the age of 18? (circle) yes no

Driver's License number (if required by job): _____ (State) _____ (Class) _____

EDUCATION AND TRAINING

Do you have high school diploma: (circle) yes no

High School Attended: _____

_____ City State Zip

Please list other education you have received:

College/University/Trade Or Business Schools Attended	City/State	Degree Earned? Type of Degree	Major Area Of Study

List other training received (special courses, work training programs, Armed Forces training, etc.)

List special qualifications and skills (licenses, skills with machines, patents or inventions, publications, etc):

PRIOR EMPLOYMENT RECORD

Begin with most recent employer

From Mo/Yr	To Mo/Yr	Employer	Phone #
Job Title:		Address: City: State: Zip:	
Immediate Supervisor:		Summarize work performed and job responsibilities:	
May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/>		Starting salary: \$ Ending Salary:\$	
		Reason for leaving:	

From Mo/Yr	To Mo/Yr	Employer	Phone #
Job Title:		Address: City: State: Zip:	
Immediate Supervisor:		Summarize work performed and job responsibilities:	
May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/>		Starting salary: \$ Ending Salary:\$	
		Reason for leaving:	

From Mo/Yr	To Mo/Yr	Employer	Phone #
Job Title:		Address: City: State: Zip:	
Immediate Supervisor:		Summarize work performed and job responsibilities:	
May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/>		Starting salary: \$ Ending Salary:\$	
		Reason for leaving:	

From Mo/Yr	To Mo/Yr	Employer	Phone #
Job Title:		Address: City: State: Zip:	
Immediate Supervisor:		Summarize work performed and job responsibilities:	
May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/>		Starting salary: \$ Ending Salary:\$	
		Reason for leaving:	

REFERENCES

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

NAME	MAILING ADDRESS	YEARS KNOWN	PHONE

Applicant's Agreement and Certification

I hear affirm that the information provided on this application (and accompany resume and documents, if any) is true and complete to the best of my knowledge. I understand that falsified information or significant omissions may disqualify me and my application from further consideration for employment and may be considered justification for dismissal if discovered at a later date.

I understand that if I am employed by Maury County Government this "Application for Employment" will not constitute a contract of employment; employment is at-will.

I acknowledge that any offer of employment from Maury County Government is conditioned upon undergoing and passing the County's post offer medical examination and drug and alcohol test.

I understand that this position is subject to mandatory direct deposit for payment of wages.

I agree to have Maury County perform reference and background checks as necessary for employment consideration with Maury County Government. I waive any right of privilege, privacy, and/or confidentiality I may have in the information provided by reference or others whom I have indicated may be contacted.

(Applicant Signature)

(Date)