

**HUMAN RESOURCES DEPARTMENT  
APPLICATION CENTER  
TIPTON COUNTY PUBLIC WORKS  
8279 HIGHWAY 51  
BRIGHTON, TN 38011  
(901) 837-5900**

**AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER AND A DRUG FREE WORKPLACE**

**INSTRUCTIONS TO APPLICANT:** Thank you for considering Tipton County Government. Please read the job announcement carefully and complete this application accurately and legibly. False, incorrect, misleading statements may disqualify you for employment with Tipton County. Applicants with a known disability as defined under the Americans with Disabilities Act and request an accommodation in the recruitment selection process must request this accommodation no later than 48 hours prior to the need.

(TYPE OR PRINT IN INK)

**For Human Resource Use Only:** Date Entered: \_\_\_\_\_

Human Resources Representative

<b>POSITION APPLIED FOR</b>	<b>DEPARTMENT</b>

1. NAME \_\_\_\_\_  
(LAST) (FIRST) (MIDDLE)

2. ADDRESS \_\_\_\_\_  
(NUMBER) (STREET) (APT) (CITY) (STATE) (ZIP)

3. HOME PHONE NO. ( ) \_\_\_\_\_ ALTERNATE PHONE NO.#1( ) \_\_\_\_\_

4. EMAIL ADDRESS: \_\_\_\_\_ ALTERNATE PHONE NO.#2( ) \_\_\_\_\_

5. Circle highest grade of school completed: 1 2 3 4 5 6 7 8 9 10 11 12

Did you graduate from high school? YES NO Date Graduated: \_\_\_\_\_

Name of High School: \_\_\_\_\_ City and State \_\_\_\_\_

Do you have a G.E.D. Certificate? YES NO

6. Write name and address of any colleges or training schools you attended, showing dates and major course work:

\_\_\_\_\_

\_\_\_\_\_

Circle highest year of college completed: 1 2 3 4 5 Degree/Year Earned: \_\_\_\_\_

Graduate School: 1 2 3 4 Degree/Year Earned: \_\_\_\_\_

7. List any professional licenses, certifications, heavy equipment, special skills or training:

\_\_\_\_\_

\_\_\_\_\_

8. What business machines, computer hardware or software applications are you proficient with?

\_\_\_\_\_

\_\_\_\_\_

9. Social Security Number \_\_\_\_\_

10. Do you have a valid driver's license? YES NO License No \_\_\_\_\_ State \_\_\_\_\_

Circle Class: A B C TYPE: \_\_\_\_\_ CDL: A B C

12. Have you ever been dismissed, asked to resign or resigned in lieu of termination from any job? **Yes** **No**  
If yes, please explain:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

13. Have you ever been employed by Tipton County Government? **Yes** **No** If yes, for what position and when?

\_\_\_\_\_  
\_\_\_\_\_

14. Are you related (by blood or by marriage) to any current employee of Tipton County Public Works? If yes, give name(s), department(s) and relationship(s)

\_\_\_\_\_  
\_\_\_\_\_

15. Have you ever been convicted of a crime or an offense against the law? **Yes** **No** If yes, give date, nature of offense, name, location of court, and the penalty or disposition of the case or cases:

\_\_\_\_\_  
\_\_\_\_\_

\*Past convictions will not automatically exclude an applicant from employment. The relationship of the crime to the position applied for will be taken into consideration.

16. References: Name three (3) persons who have known you for at least two years. Do not list former supervisors listed on pages 2 or 3 of this application and do not list relatives. (Please be sure that addresses/phone numbers are current.).

1. Name \_\_\_\_\_ Address \_\_\_\_\_  
Telephone Number \_\_\_\_\_ Occupation \_\_\_\_\_
2. Name \_\_\_\_\_ Address \_\_\_\_\_  
Telephone Number \_\_\_\_\_ Occupation \_\_\_\_\_
3. Name \_\_\_\_\_ Address \_\_\_\_\_  
Telephone Number \_\_\_\_\_ Occupation \_\_\_\_\_

I hereby authorize the release of any and all information requested by Tipton County Public Works in connection with my application for a position with the county. Such information will include, but will not be limited to: federal, state or local criminal history records pertaining to me, military records, former employer records, pre-employment drug screen results, credit records, educational records and/or transcripts.

Full name printed (Please include any aliases or maiden names) \_\_\_\_\_

I certify that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief. I understand that misrepresentation or omission of facts called for may be cause for cancellation of my application and/or separation from the service of Tipton County Public Works, if I have been employed.

\_\_\_\_\_  
Date

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

MONTH/YEAR	NAME AND COMPLETE ADDRESS OF EMPLOYER	NAME OF SUPERVISOR	ENDING SALARY
From:			
To:			

Title and Duties of Position: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Explain Reason For Leaving: \_\_\_\_\_  
 \_\_\_\_\_

MONTH/YEAR	NAME AND COMPLETE ADDRESS OF EMPLOYER	NAME OF SUPERVISOR	ENDING SALARY
From:			
To:			

Title and Duties of Position: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Explain Reason For Leaving: \_\_\_\_\_  
 \_\_\_\_\_

MONTH/YEAR	NAME AND COMPLETE ADDRESS OF EMPLOYER	NAME OF SUPERVISOR	ENDING SALARY
From:			
To:			

Title and Duties of Position: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Explain Reason For Leaving: \_\_\_\_\_  
 \_\_\_\_\_