

KNOX COUNTY

APPLICATION FOR EMPLOYMENT

ANSWER ALL QUESTIONS COMPLETELY. If hired, this application becomes a permanent record. This application will be retained for a one-year period. Knox County is an equal opportunity employer who guarantees compliance to all applicable Federal and State laws. Every applicant for employment and employee has the right to equal consideration without regard to race, color, religion, national origin, sex, age, marital status, disability, veteran status, or genetic information. Data must be entered into required fields.

Position applying/specific position you would like to be considered for.

Department

Name- First, middle initial and last name

Application Date:

Present Address

Street _____

City _____

State _____

Contact Information

Home/Mobile Phone number _____

Email address _____

Questions

Have you been employed with us before?

No Yes

Do you have any relatives working for the County or are you in a domestic relationship or civil union with any County Employee?

No Yes

Are you currently employed?

No Yes

May we contact your present employer?

No Yes

Date you can start work?

Do you have a valid Driver's License?

No Yes

Are you eligible to work in the United States?

No Yes

Are you a U.S. Military Veteran?

No Yes

Education

Please Print School Name, City, State & Zip Code for each school listing. The address information should be added in the same field that you entered the name of the school.

Graduated High School or GED

No Yes

Graduated College Yes

Type Course / Major or List Degree field type single line

Graduated Graduate School Yes

Type Course / Major or List Degree field type single line

State any additional information you feel may be helpful to our consideration of your application

List professional, trade, business or civic activities and office held

Special skills and qualifications

Employment History-Attach Resume

List 3 References- names, addresses and phone numbers

Applicant Statement

I certify that the information contained in this application is true and complete to the best of my knowledge. I understand that any misrepresentation of fact, as stated or implied, given in my application, interviews, or other employment forms will be sufficient reason not to hire me and may result in my discharge if I am hired.

I authorize investigation of all statements contained in this application as may be necessary in arriving at an employment decision. I understand that I waive any rights I have to receive notice from any persons listed on this application regarding the release of information relating to this application for employment with Knox County.

I understand that I may be required to submit to pre-employment drug testing, and I hereby waive any and all objections to such testing. I understand that the results of such testing may have the effect of disqualifying me for a position or any position of employment with Knox County.

I understand that Knox County is in no way obligated to provide employment and that I am in no way obligated to accept employment with the County. Nothing in this application is intended to create any contract of employment, expressed or implied, or to create any rights in the nature of a contract of employment. This application does not bind either party for any specific period of employment.

If I am hired, nothing shall restrict my right as an employee to terminate my employment at any time, nor shall anything restrict the right of the County to terminate my employment at any time at the option of the County, subject to the terms of any collective bargaining agreement that may apply to me.

I also understand that if hired, I am required to abide by all rules and regulations of the County. The County's policies and procedures relating to conditions of employment may be modified by the County without notice, subject to the terms of any collective bargaining agreement that may apply to me.

Signature of applicant

Date