

# Wilson County Government

# Application for Employment

228 E Main Street Room 212 Lebanon, TN 37087

*We appreciate your interest in employment with Wilson County Government. The County provides equal employment and advancement opportunities for all persons regardless of race, creed, sex, national origin, age, religion, disability, marital status or any other classification protected by law. Those applicants requiring reasonable accommodations through the application and interview process should notify a member of the Human Resources department. **All applicants should complete one application for each position desired. Applications are accepted only for current open positions.** Please take a few moments to complete this application in your own handwriting, in ink.*

Position desired: \_\_\_\_\_ Department \_\_\_\_\_ Salary desired \_\_\_\_\_

Name (Last, First, Middle): \_\_\_\_\_ SS#: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

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

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

Are you a U.S. citizen, or do you have the legal right to employment in the U.S.?  Yes  No

Are you 21 years of age or older?  Yes  No

Can you work Overtime, if needed?  Yes  No

Are you able to perform the essential functions of the job for which you are applying, either with or without a reasonable accommodation?  Yes  No

If you answer yes to any of the following, please explain below.

Have you ever worked for Wilson County Government? If yes, When/Position/Supervisor  Yes  No

Are any of your relatives (by blood or marriage) presently employed by Wilson County?  Yes  No  
If yes, Name/Relationship/Department

Have you ever been discharged or asked to resign from employment?  Yes  No

Have you ever been convicted of a felony or misdemeanor crime?  Yes  No

*(Please note that conviction includes plea, verdict, or finding of guilt regardless of whether you were sentenced by a court.) If yes include date, place, conviction and disposition.*

Are criminal charges, felony or misdemeanor, pending against you?  Yes  No

**PROFESSIONAL REFERENCES:** Please list three (3) persons who are not related to you and who have knowledge of your qualifications for the position(s) for which you are applying.

Name	Employed By	Phone	Occupation	Years Known

**EDUCATION:**

School Name	Address	Major	G.P.A.	Did you Graduate?	Degree Received
High School				<input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12 <input type="checkbox"/> GED <input type="checkbox"/> Diploma	
Technical School				<input type="checkbox"/> Yes <input type="checkbox"/> No	
College/University				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Graduate School				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other				<input type="checkbox"/> Yes <input type="checkbox"/> No	

**EMPLOYMENT HISTORY: List below present and past employment, beginning with your most recent.**

Name and Address of Company and Type of Business	From		To		Starting Salary	Ending Salary	Reason for Leaving
	Mo.	Yr.	Mo.	Yr.			
	Summarize the nature of work performed and job responsibilities:						
Supervisor:							
Phone:							

May we contact this employer?  Yes  No

Name and Address of Company and Type of Business	From		To		Starting Salary	Ending Salary	Reason for Leaving
	Mo.	Yr.	Mo.	Yr.			
	Summarize the nature of work performed and job responsibilities:						
Supervisor:							
Phone:							

May we contact this employer?  Yes  No

Name and Address of Company and Type of Business	From		To		Starting Salary	Ending Salary	Reason for Leaving
	Mo.	Yr.	Mo.	Yr.			
	Summarize the nature of work performed and job responsibilities						
Supervisor:							
Phone:							

May we contact this employer?    
**Yes      No**

Name and Address of Company and Type of Business	From		To		Starting Salary	Ending Salary	Reason for Leaving
	Mo.	Yr.	Mo.	Yr.			
	Summarize the nature of work performed and job responsibilities						
Supervisor:							
Phone:							

May we contact this employer?    
**Yes      No**

List any additional knowledge or skills you have that qualify you for the position desired: (computer skills, certifications, licenses, foreign language, job related training, professional memberships, etc.)

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Explain your qualifications for the position desired, why you would be successful in the position and the goals you are pursuing:

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## Application Statement

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I hereby affirm that the information provided on this application (and accompanying resume, if any) is true and complete and correct. I understand that falsified information or significant omissions may disqualify me and my application from further considerations for employment and may be considered justification for dismissal if discovered at a later date.

I expressly authorize without reservation the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions to verify accuracy of all information provided by me in this application, resume, or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using such information in the employment process and others persons, corporations, organizations for furnishing such information about me. I understand that because I am applying for a County position that my application becomes part of public record and may be viewed upon request.

I understand that the employer does not unlawfully discriminate in employment and no questions on this application is used for the purpose of limited or excusing any applicant from consideration from employment on a basis prohibited by applicable local, state, or federal law.

I understand this application remains current for only 30 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered from employment, it will be necessary to reapply and fill out a new application.

If I am hired, I understand that I am free to resign at any time with or without cause and without prior notice, and the employer reserves the same right to terminate my employment at any time with or without cause and without prior notice, except as required by law. This application does not constitute an agreement or contract from employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied, oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the County Mayor. I also understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

Applicants may be subject to pre-screening requirements including drug screening, background check, physical, motor vehicle record check, reference check, written testing, criminal records check, and fingerprinting. I hereby authorize the County to conduct all pre-employment inquiries and tests as described. I release the County and all providers of information from any liability arising out of the gathering and use of such information.

### **Do Not Sign until you have Read the Above Applicant Statement**

I certify that I have read and fully understand and accept all terms of the foregoing Applicant Statement.

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Applicant Signature

Date

This application cannot be processed without a signature.

Please mail or deliver completed application, demographic form, and resume (if desired) to:

**Wilson County Human Resources  
228 E Main Street Room 212  
Lebanon, TN 37087**

For questions concerning this application, please contact the Human Resource office at (615) 466-5138.

