



THE TOWN OF KINGSTON SPRINGS EMPLOYMENT APPLICATION

Applications are accepted for open positions only. Applicants should submit the following completed application to Kingston Springs City Hall located at 396 Spring Street, Kingston Springs, TN. 37082. Open positions are given a beginning and end date for receiving applications will not be accepted for that position after the posted end date. This application for employment is one part of the hiring and employment process. Criminal background check and drug screens may be conducted as a part of the Town of Kingston Spring’s hiring 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 have any questions regarding the hiring process or specific job opportunities, please contact the Town of Kingston Springs at 615-952-2110.

Prior to completing this Application be sure to read the job description of the position for which you are applying. Please be aware of the following:

- We reserve the right to check all submitted information for accuracy and completeness.
- All applications for employment are a matter of public record.
- All applications must be complete and clearly state the position for which you are applying.
- Offers made to candidates will be contingent upon their ability to pass a criminal background check and preemployment drug screen.

The Town of Kingston Springs is an affirmative action and equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, disability, age, sexual orientation, gender identity, national origin, veteran status, or genetic information. The Town of Kingston Springs is committed to providing access, equal opportunity and reasonable accommodation for individuals with disabilities in employment, its services, programs and activities. Reasonable accommodations will be made to applicants with disabilities to make such requests, contact the Kingston Springs City Manager at citymanager@kingstonsprings-tn.gov.

TOWN OF KINGSTON SPRINGS APPLICATION FOR EMPLOYMENT

DESIRED EMPLOYMENT		
Position:	Today’s Date:	Available Start Date:
Full Time?	Part Time?	Seasonal?
Days Available?	Hours Available?	Desired Salary:
Can you work weekends: YES / NO		Can you work evenings? YES / NO

PERSONAL INFORMATION		
Last Name:	First Name:	M.I.
Address:		
City:	State:	Zip:
Email:	Phone:	
Drivers License Number:		State:
Do you have a legal right to work in the U.S.? YES / NO		Are you over the age of 18? YES / NO
Have you ever worked for the Town of KS? YES / NO		If so, when?
Have you been convicted of a felony? YES / NO (Note: may be relevant if job related but does not bar you from employment)		
If yes, please explain:		

EDUCATION		
Name of High School attended:		
City:	State:	Did you receive a diploma? YES / NO

College/University/Trade/Business School name:		
City:	State:	Zip:
Major Area of Study:		Degree Earned?

College/University/Trade/Business School name:		
City:	State:	Zip:
Major Area of Study:		Degree Earned?

Other Training received (special courses, work training programs, military service and training, etc.)		

Special qualifications/skills (licenses, accreditations, skills with machinery, etc.)		

EMPLOYMENT HISTORY

List below all present and past employment information and/or substantive volunteer work beginning with the most recent position. Please be as thorough as possible.

Current / Previous Employer:			Phone:		
Address:			Supervisor:		
Job Title:		Starting Salary:		Ending salary:	
Duties and Responsibilities?					
From:	To:	Reason for Leaving?			
May we contact this Employer? YES / NO (Note: a NO will not impact your consideration for employment)					

Previous Employer:			Phone:		
Address:			Supervisor:		
Job Title:		Starting Salary:		Ending salary:	
Duties and Responsibilities?					
From:	To:	Reason for Leaving?			
May we contact this Employer? YES / NO (Note: a NO will not impact your consideration for employment)					

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Address:		Supervisor:	
Job Title:	Starting Salary:	Ending salary:	
Duties and Responsibilities?			
From:	To:	Reason for Leaving?	
May we contact this Employer? YES / NO (Note: a NO will not impact your consideration for employment)			

REFERENCES
Please list three persons, other than relatives or former employers, who have knowledge of your character and/or abilities.

Full Name:	Years Known:
Email or Mailing Address:	Phone:

Full Name:	Years Known:
Email or Mailing Address:	Phone:

Full Name:	Years Known:
Email or Mailing Address:	Phone:

AUTHORIZATION

I hereby affirm that the information provided on this application (and accompanying resume, 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 authorize persons, schools, my current employer (if applicable), and previous employers and organizations named in this application (and accompanying resume, if any) to provide any information orally and/or in writing that may be requested to arrive at an employment decision and waive any right of privilege, privacy and/or confidentiality I may have in this information.

Full Name:

Date: