

CITY OF OAK RIDGE, TENNESSEE

Municipal Building, 200 S. Tulane Avenue
P.O. Box 1
Oak Ridge, Tennessee 37831 - 0001

The City of Oak Ridge considers applicants for positions on the basis of merit, without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or other legally protected status.

This application is just one part of the selection process for employment with the City. Other parts may include an interview, examination or test, and a demonstration of your ability to perform the essential functions of the job. If you need accommodation in order to complete any part of the hiring and employment process, please call the City's Disabilities Coordinator at 482-8463.

INSTRUCTIONS: PLEASE TYPE OR PRINT CLEARLY. ALL QUESTIONS MUST BE ANSWERED. YOU MAY ATTACH A RESUME, BUT ALL REQUESTED INFORMATION MUST BE PROVIDED. IF ADDITIONAL SPACE IS NEEDED, USE ITEM 10 OR ATTACH A SEPARATE SHEET.

Position(s) Applying For: _____

How Did You Learn About Us?

----- Employment Agency ----- Friend or Relative ----- Walk-in ----- City Employee ----- Newspaper Ad

If in the newspaper, which one? _____

1. Name LAST FIRST MIDDLE

2. MAILING ADDRESS (Street Address or P.O. Box, City, State, Zip Code)

3. STREET ADDRESS (If different than above; Address, City, State, Zip Code)

4. HOME PHONE () WORK PHONE ()

5. Please answer the following questions. This information is essential in determining your eligibility for employment in the position for which you are applying.

a. Are you under 16 years of age? _____ Yes _____ No

b. Are you prevented from lawfully becoming employed in the United States because of Visa or Immigration Status? _____ Yes _____ No

DO NOT WRITE IN THIS SPACE

NAME _____

FILE DATE _____

DATE OF INQUIRY _____

TEST SCORES _____

c. Are any of your relatives (by blood or by marriage) employed by the City? Yes No

If yes, state their name(s), position(s) held and employing department(s) in item 10.

d. Have you ever been employed by us before? Yes No

If yes, please state the dates and employing department in item 10.

e. Since age 18, have you been convicted of violating any law including minor traffic offenses? Yes No

If yes, please state the date, place and action taken by the Court in item 10.

PLEASE NOTE: A conviction does not mean that you cannot be hired. The violation and how recently will be evaluated in relation to the position for which you are applying.

f. Have you ever been discharged, fired or forced to resign from any position? Yes No

If yes, please explain the circumstances in item 10.

EDUCATION	SCHOOL NAME CITY & STATE	DIPLOMA OR DEGREE	MAJOR FIELD	DATES ATTENDED	
				FROM	TO
HIGH SCHOOL					
COLLEGE					
OTHER (VOCATIONAL, MILITARY, BUSINESS, TRADE, ETC.)					

7. **OTHER QUALIFICATIONS.** List here any job related certifications, training or skills including computer, micro computer, typing and office machines which you believe we should consider and are not readily apparent in the other parts of the application. If you have computer experience, please list the names of all software you can use. Also list professional, trade, business, or civic memberships or activities which have given you relevant experiences.

8. **EXPERIENCE:** IN THE SPACE PROVIDED BELOW, GIVE A COMPLETE RECORD OF EMPLOYMENT FOR THE LAST FOUR (4) POSITIONS YOU HAVE HELD, BEGINNING WITH YOUR PRESENT OR MOST RECENT EMPLOYMENT. INCLUDE SELF-EMPLOYMENT. PLEASE EXPLAIN ANY GAPS IN EMPLOYMENT IN THE SPACE PROVIDED AFTER ITEM 10.

NAME AND COMPLETE ADDRESS OF EMPLOYER		YOUR POSITION TITLE: TYPICAL DUTIES		
DATE EMPLOYED MO. YR. FROM TO		NAME OF SUPERVISOR	SALARY START FINAL	CIRCLE ONE HR. WK. MO.
				REASON FOR LEAVING OR CONSIDERING CHANGE

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				REASON FOR LEAVING OR CONSIDERING CHANGE

9. May inquiry be made of your present employer?

Yes No Would Prefer You Wait Until Final Stages Of Hiring

(A No Answer Will Not Affect Your Consideration For Employment)

