



# TOWN OF ATOKA

## Application for Employment



Position Applying for:

### APPLICANT INFORMATION

Last Name		First	M.I.	Date	/	/
Street Address				Apartment/Unit #		
City		State		ZIP		
Phone ( ) -		E-mail Address				
Date Available	/	/	Employment Desired	<input type="checkbox"/> Full Time	<input type="checkbox"/> Part Time	Desired Salary \$ / (select)
Are you authorized to work in the U.S.?	YES <input type="checkbox"/>	NO <input type="checkbox"/>				
Have you ever worked for the Town?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?			
Are you related to any Town employee(s)?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, who?			
Have you been convicted of a felony?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain			

### EDUCATION

High School		Address			
	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree	
College		Address			
	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree	
Other		Address			
	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree	

### REFERENCES

*Please list three references.*

Full Name		Relationship	
Company		Phone ( ) -	
Address			
Full Name		Relationship	
Company		Phone ( ) -	
Address			
Full Name		Relationship	
Company		Phone ( ) -	
Address			

<b>PREVIOUS EMPLOYMENT</b>			
<i>Please list three most recent positions, beginning with the most recent.</i>			
Company		Phone ( ) -	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From /	To /	Reason for Leaving	
May we contact your previous supervisor for a reference?		YES <input type="checkbox"/>	NO <input type="checkbox"/>
Company		Phone ( ) -	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From /	To /	Reason for Leaving	
May we contact your previous supervisor for a reference?		YES <input type="checkbox"/>	NO <input type="checkbox"/>
Company		Phone ( ) -	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From /	To /	Reason for Leaving	
May we contact your previous supervisor for a reference?		YES <input type="checkbox"/>	NO <input type="checkbox"/>

<b>DISCLAIMER AND SIGNATURE</b>	
<p>I certify that my answers are true and complete to the best of my knowledge. I understand that any misrepresentation or omission of information made by me in this application or any other documentation submitted for consideration of my employment will be sufficient cause for immediate discharge regardless of length of employment. I further understand that failure to complete this application in its entirety may be cause for my application to be disqualified from consideration. Applicants may request any needed accommodation to participate in the application process.</p> <p>In consideration of my employment, I agree to conform to the policies and procedures of the Town of Atoka, Tennessee. Any employment and compensation can be terminated or changed with or without cause, and with notice at any time, at the option of the Town of Atoka.</p> <p>I hereby authorize the Town of Atoka, Tennessee to make a thorough background investigation, agree to cooperate in such investigation and release from all liability or responsibility all persons, companies or corporations supplying such confident information. I further agree that the Town of Atoka may furnish like information to those with whom I may hereafter seek employment and agree to save the Town of Atoka free and harmless from any and all liability thereof.</p>	
Signature	Date / /

*The Town of Atoka, Tennessee is an equal opportunity employer. It is the policy of the Town of Atoka to recruit, hire and promote employees in a manner which does not discriminate against any individual because of race, religion, national origin, sex, age or disability.*

Town of Atoka, Tennessee • 334 Atoka Munford Avenue • Atoka, Tennessee 38004 • [www.TownofAtoka.com](http://www.TownofAtoka.com)