



Town of Arlington
5854 Airline Road
P.O. Box 507
Arlington, Tennessee 38002
(901) 867-2620 (phone) (901) 867-2638 (fax)

EMPLOYMENT APPLICATION

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code Phone: _____

Email: _____ Date Available: _____

Position Applied for: _____ Desired Salary: \$ _____

Can you perform the essential functions of
the job in which you are applying? YES NO
 If no, please explain: _____

Are you legally eligible for employment in the United States? YES NO *(If offered employment, you will be required to provide
documentation to verify eligibility.)*

Have you ever worked for this company? YES NO
 If yes, when? _____

Have you ever been convicted of a felony? YES NO
 If yes, explain: _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Previous Employment

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 NO

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 NO

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 NO

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Professional References

Please list three **professional** references.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Disclaimer and Signature

The Town of Arlington is an equal opportunity employer. The Town of Arlington does not discriminate in employment on account of race, color, religion, national origin, citizenship status, ancestry, age, sex (including sexual harassment), sexual orientation, gender orientation, marital status, physical or mental disability, military status, or unfavorable discharge from military service.

I understand that neither the completion of this application nor any other part of my consideration for employment establishes any obligation for the Town of Arlington to hire me. If I am hired, I understand that either the Town of Arlington or I can terminate my employment at any time and for any reason, with or without cause and without prior notice. I understand that no representative of the Town of Arlington has the authority to make any assurance to the contrary.

I attest with my signature below that I have given to the Town of Arlington true and complete information on this application. No requested information has been concealed. I authorize the Town of Arlington to contact references provided for employment reference checks. If any information I have provided is untrue, or if I have concealed material information, I understand that this will constitute cause for the denial of employment or immediate dismissal.

Signature: _____ Date: _____