

# TOWN OF OAKLAND

## APPLICATION FOR EMPLOYMENT

THE TOWN OF OAKLAND IS AN EQUAL OPPORTUNITY EMPLOYER and does not discriminate on the basis of race, sex, color, religion, national origin, age, disability or veteran status in employment opportunities and benefits.

Overview of the hiring and employment process: This *Application* is but one part of the hiring and employment process. Other parts may include, but are not limited to, an interview, an employment examination or test, and a demonstration of an ability to perform the essential functions of the job for which a person may apply. If you need an accommodation in order to complete any part of the hiring and employment process, please call the following telephone number: (901-465-8523)

Prior to completing this *Application*, be sure to read the JOB DESCRIPTION of the position for which you are applying. As you complete this *Application*, please keep in mind the following:

We reserve the right to check all information for accuracy and completeness.

- All applications for employment are a matter of public record.
- If you need accommodation in order to complete this *Application* please notify the municipality.
- All applicants will be subject to a pre-employment drug screening.
- All employees are subject to random drug screening throughout their employment with the Town of Oakland.
- All employees will serve a 12 month probationary period, during which time employment may be terminated without cause.
- Criminal background checks will be completed on all applicants prior to being hired.

### GENERAL INFORMATION

Date \_\_\_\_\_ Position Desired \_\_\_\_\_

Are you applying for: \_\_\_\_\_ Full-Time? \_\_\_\_\_ Part-Time? \_\_\_\_\_ Seasonal?

If Part-Time, what days/hours are you available? \_\_\_\_\_

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APPLICANT INFORMATION				
Last Name		First		M.I.      Date
Street			Apartment/Unit	
City		State		ZIP
Phone		E-mail Address		
Date Available		Social Security No.		Driver's License
Position Applied for				
Are you a citizen of the United States?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?      YES <input type="checkbox"/> NO <input type="checkbox"/>
Have you ever worked for the Town of Oakland?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?
Have you ever been convicted of a felony?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain

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

REFERENCES	
<i>Please list three professional references.</i>	
Full Name	Relationship
Company	Phone (      )
Address	
Full Name	Relationship
Company	Phone (      )
Address	
Full Name	Relationship
Company	Phone (      )
Address	

**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

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**MILITARY SERVICE**

Branch	From	To
Rank at Discharge	Type of Discharge	
If other than honorable, explain		

**DISCLAIMER AND SIGNATURE**

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature

Date