

City of Brentwood

Street Address: 5211 Maryland Way, Brentwood, TN 37027

The Brentwood Library
Street Address: 8109 Concord Road, Brentwood, TN 37027

APPLICATION FOR EMPLOYMENT

Rec'd Respnd To	
HR	
FT/PT/Sub	
Interview Date:	
HIRED/NOT HIRED	
Starting date	
11	

Office use only

Title of position for which you are applying:							
Indicate your preference (s) for work assignment: shelving circulation desk children's other (describe)							
Your Name:							
Address:	City:State:Zip:						
Telephone Number: Daytime ()	Social Security Number:						
Evening ()	Email Address:						
If necessary, best time to call you at home is:							
May we contact you at work? YES NO	If yes, work number and best time to call						
Are you 18 years of age or older? YES NO							
Have you ever been employed with the City of Brentwood be	efore? YES NO If yes, give dates						
Are you legally eligible for employment in this country? (Proof of U.S. Citizenship or immigration status will be required upon empl	YES NO loyment)						
Date available to start work							
Have you been convicted of a felony in the last seven (7) year (Such conviction may be relevant if job related, but may not bar you from each year, please explain							
Do you have a valid driver's license (if required for the job)?	YES NO						
Are you related by blood, adoption, or marriage to a current	employee or official of the City of Brentwood? YES NO						
If so, to whom? What is your relationship?							
How did you learn about this employment opportunity?							
If a current employee of the City assisted in recruiting you, v	what is the name of that employee?						
Do you have library-related work experience? YES	NO If so, describe on page 2.						
Indianta manu ama 2 al-2	lity with VES on NO in each space below.						
Indicate your availabil Saturdays 9 am to	lity with YES or NO in each space below: o 6 pm Sundays 12 pm to 6 pm						
Weekdays 8 am to							
(If your schedule varies, i	ndicate days and times currently available.)						

Employment History

List your last four (4) employers, assignments or volunteer activities, starting with the most recent, including military experience. Explain any gaps in employment in comments section below.

Employer	Telephone	Dates Employed		Summarize the nature of the work
	()	From	To	performed and job responsibilities
Address	, ,			
Job Title		Hourly R	ate/Salary	
		Starting		
Immediate Supervisor and Title		\$	Per	
Reason for Leaving		Hourly Rate/Salary		
			nal	
May we contact for reference? □ YES □ NO □ LATER		\$	Per	
Employer	Telephone ()	Dates Employed From To		Summarize the nature of the work performed and job responsibilities
Address	•			, ,
Job Title		Hourly Rate/Salary Starting		
Immediate Supervisor and Title		\$	Per	
Reason for Leaving			ate/Salary	
-		Final		
May we contact for reference? ☐ YES ☐ NO ☐ LATER		\$	Per	
Employer	Telephone	Dates Employed		Summarize the nature of the work
	()	From	To	performed and job responsibilities
Address	()			1 0 1
Job Title		Hourly R	ate/Salary	
300 THE		Hourly Rate/Salary Starting		
Immediate Supervisor and Title		\$	Per	
Reason for Leaving		Hourly Rate/Salary		
reason for Deaving		Final		
May we contact for reference? ☐ YES ☐ NO ☐ LATER		\$	Per	
Employer	Telephone	Dates Employed		Summarize the nature of the work
r	()	From	То	performed and job responsibilities
Address	()	110111	10	Parameter de la companya de la compa
		Hourly Ra	to/Salami	
Job Title		, i	•	
1 1 0 1 1 1 1 1 1 1		Starting		
Immediate Supervisor and Title		\$	Per 40/Solom	
Reason for Leaving		Hourly Rate/Salary Final		
May we contact for reference?		\$	Per	
☐ YES ☐ NO ☐ LATER			1 61	
Comments (including any gaps in employ	yment)	·		
Skills and Qualifications Summarize sto work for the City of Brentwood, such operated, etc.	•	•	-	oyment or experiences that may qualify you operated, types of computer programs

Educational Background Number Years Number Hours Degree Major A. School/Address Diploma **Completed** Completed Minor B. College/University **Number Years** Degree **Number Hours** Major Completed Completed Diploma Minor References List names and telephone number of three business/work references who are not related to you. If not applicable, list three school or personal references who are not related to you. Name **Telephone** Years How Do You Know This Person Known))) List professional, trade, business or civic associations and any offices held. (Exclude memberships which would reveal sex, race, religion, national origin, age, color, disability or other protected status.) Organization **Offices Held** List any personal circumstances (such as relocation, retirement, school attendance, etc. that would assist us in placing you in a position to best accommodate your lifestyle.) List any additional information you would like us to consider

Important

The City of Brentwood is at equal opportunity employer and does not discriminate on the basis of sex, race, color, religion, national origin, age, disability or veteran status in employment opportunities and benefits.

The employment application is but one part of the hiring process, which 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 need an accommodation in order to complete any part of the hiring and employment process, please contact the Human Resources Department.

I certify that, to the best of my knowledge and belief, all of the information and statements provided by me in and with this application are true, correct, complete and provided in good faith.

It is understood and agreed upon that any misrepresentation by me in the application will be sufficient cause for cancellation of this application and/or separation from the employer's service if I have been employed.

I give the City of Brentwood the right to investigate all references and to secure additional information about me. I consent to the release of information to the City of Brentwood about my ability and fitness for employment by employers, schools, law enforcement agencies and other individuals and organizations. I hereby release from liability the City of Brentwood and its representatives for seeking such information and all other persons, corporation or organizations for furnishing such information.

The City of Brentwood is an Equal Opportunity Employer. The City of Brentwood does not discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant's consideration for employment on a basis prohibited by local, state, or federal law.

I understand that just as I am free to resign at any time, the City of Brentwood reserves the right to terminate my employment pursuant to the City's Personnel Rules and Regulations. I understand that no representative of the City of Brentwood has the authority to make any assurances to the contrary.

NOTICE TO APPLICANTS

Signature of Applicant Date	AND EMPLOYEES Screening tests for alcohol and illegal drug use may be required before hiring and during your employment here.
For Office Use Only Reference Checks:	We are proud to be a DRUG-FREE WORKPLACE