

**The City of Martin, Tennessee**  
**109 University Street**  
**Martin, TN 38237**  
**Phone (731)587-3126 Fax (731)587-9115**

**Employment Application Form**

Date: \_\_\_\_\_

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Name: \_\_\_\_\_  
Last First Middle

Present Address: \_\_\_\_\_

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How long have you lived at this address? \_\_\_\_\_

Previous Address (if living at present address less than 2 years):

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Social Security Number: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

Position Applied For: \_\_\_\_\_

Employment Desired: [  ] Full-time [  ] Part-time [  ] No Preference

When are you available for work? \_\_\_\_\_

How many hours can you work per week? \_\_\_\_\_

Can you work nights? [  ] Yes [  ] No



**Please list two references other than relatives or previous employers.**

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Name

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Name

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Position

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Position

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Company

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Company

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Address

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Address

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Telephone

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Telephone

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*An application form sometimes makes it difficult for an individual to adequately summarize a complete background. You may use the space below to summarize any additional information necessary to describe your full qualifications for the specific position for which you are applying.*

**WORK EXPERIENCE**

Have you ever been in the Armed Forces?      [    ] Yes      [    ] No

Are you now a member of the National Guard?      [    ] Yes      [    ] No

Specialty \_\_\_\_\_ Date Entered \_\_\_\_\_ Discharge Date \_\_\_\_\_

Please list your work experience for the past five years beginning with your most recent job held. If you were self-employed, give firm name. Attach additional sheets if necessary.

Employer	Last Supervisor's Name	Employment Dates	Pay or Salary
Address		From	
City/State/Zip Code		To	
Telephone	Last job title:		
Reason for leaving (be specific)			

Employer	Last Supervisor's Name	Employment Dates	Pay or Salary
Address		From	
City/State/Zip Code		To	
Telephone	Last job title:		
Reason for leaving (be specific)			

Employer	Last Supervisor's Name	Employment Dates	Pay or Salary
Address		From	
City/State/Zip Code		To	
Telephone	Last job title:		
Reason for leaving (be specific)			

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**PLEASE READ CAREFULLY**

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In exchange for the consideration of my job application by the City of Martin (hereinafter called "the City"), I agree that:

Neither the acceptance of this application nor the subsequent entry into any type of employment relationship, either in the position applied for or any other position, and regardless of the contents of employee handbooks, personnel manuals, benefit plans, policy statements, and the like as they may exist from time to time, or other City practices, shall serve to create an actual or implied contract of employment, or to confer any right to remain an employee of the City, or otherwise to change in any respect the employment-at-will relationship between the City and me, and that relationship cannot be altered except by a written agreement signed by the Mayor. Employment with the City may be terminated by either me or the City at any time, without specific notice or reason. If employed, I understand that the City may unilaterally change or revise their benefits, policies and procedures and such changes may include reductions in pay or benefits.

I authorize investigation of all statements contained in this application and its attachments. I understand that the misrepresentation or omission of facts called for is cause for dismissal at any time without any previous notice. I hereby give the City permission to contact schools, previous employers, references, and others, and hereby release the City from any liability as a result of such contact.

I also understand that (1) the City has a drug and alcohol policy that provides for pre-employment testing as well as testing after employment, (2) consent to and compliance with such policy is a condition of my employment, and (3) continued employment is based on the successful passing of testing under such policy. I further understand that continued employment may be based on the success passing of job-related physical examinations.

I understand that, in connection with the routine processing of this employment application, the City may request from a consumer reporting agency an investigative consumer report including information as to my credit records, character, general reputation, personal characteristics, and mode of living. Upon written request from me, the City will provide me with additional information concerning the nature and scope of any such report requested by it, as required by the Fair Credit Reporting Act.

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Signature of applicant

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Date

THE CITY OF MARTIN IS AN EQUAL OPPORTUNITY EMPLOYER. WE ADHERE TO A POLICY OF MAKING EMPLOYMENT DECISIONS WITHOUT REGARD TO RACE, COLOR, RELIGION, GENDER, SEXUAL ORIENTATION, NATIONAL ORIGIN, CITIZENSHIP, AGE, OR DISABILITY. WE ASSURE YOU THAT YOUR OPPORTUNITY FOR EMPLOYMENT WITH THE CITY DEPENDS SOLELY UPON YOUR QUALIFICATIONS.