TOWN OF ATOKA

Application for Employment

Position Applying for:

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

EDUCATION			
High School		Address	
	Did you graduate?	YES ☐ NO ☐	Degree
College		Address	
	Did you graduate?	YES ☐ NO ☐	Degree
Other		Address	
	Did you graduate?	YES ☐ NO ☐	Degree

REFERENCES	
Please list three references.	
Full Name	Relationship
Company	Phone
Address	
Full Name	Relationship
Company	Phone
Address	
Full Name	Relationship
Company	Phone
Address	

PREVIOUS EMPLOYMENT

Please list three most recent positions, beginning with the most recent.

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 ☐	

DISCLAIMER AND SIGNATURE

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.

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 or without notice at any time, at the option of the Town of Atoka.

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.

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.