

Application for Employment

Applicants are considered for all positions without regard to race, color, national origin, religion, age, sex, marital or veteran status. Knox County complies with all state and federal non-discrimination laws, including but not limited to the Americans with Disabilities Act.

Please Print or Type

Please circle Full-time,
Part-time, or both.

Full-time Part-time

Position Applied For

Note: A separate application must be completed for each position applied.

Name

LAST FIRST MIDDLE

Address

STREET CITY STATE ZIP CODE

e-mail address (optional)

Telephone

HOME WORK SOCIAL SECURITY NUMBER

Date available for work.....

Have you ever been employed by Knox County?..... Yes No

Are you a U.S. citizen or an alien authorized to work in the United States?..... Yes No

Proof of U.S. citizenship or immigration status will be required upon employment.

Are you a veteran of U.S. military service? Yes No

Are you able to perform the essential and marginal functions of the job applied for with or without reasonable accommodation?..... Yes No

Have you been convicted of any violations of any State or Federal criminal law or code within the last 10 years?..... Yes No

If yes, explain:

Driver's license number (if required by job) State _____

Educational Background

Last Year of education completed: *(please circle)*

High School College Post Graduate
9 10 11 12 13 14 15 16 17 18 19 20

Name of School _____ Degree _____ Year _____

Skills and Qualifications

Describe special skills, training, certification, experience and knowledge relevant to the job sought.

Are you currently employed? Yes No May we contact your current employer? Yes No

Employment History

Please list each one of your previous employers for the last 3 years, starting with your current or most recent and working backward.

Company Name, Address and Telephone No.	
Supervisor's Name and Title	
Date hired	
Date left	
Last Position Held, Duties and Salary	
Reason for Leaving	

Company Name, Address and Telephone No.	
Supervisor's Name and Title	
Date hired	
Date left	
Last Position Held, Duties and Salary	
Reason for Leaving	

Company Name, Address and Telephone No.	
Supervisor's Name and Title	
Date hired	
Date left	
Last Position Held, Duties and Salary	
Reason for Leaving	

Please list three persons who are unrelated to you whom we may contact for references:

Name	Address	Phone Number

I hereby certify that the facts set forth above in my employment application are true and complete to the best of my knowledge. I authorize Knox County to investigate all information set forth in my application, by contacting my prior employers and other references set forth above, and by any and all other means authorized or permitted by law. I understand that if I am hired, omissions or false or misleading statements in this application or in interviews will be grounds for immediate termination of my employment.

Signed: _____ Date: _____

Completed Applications Must be Returned to the County Administrative Offices.