



Application for Employment

Applications will only be accepted for open, advertised positions.

The City of Charleston is an equal opportunity employer and considers applicants without regard to race, religion, gender, national origin, age, disability, or any other legally protected status.

PLEASE PRINT LEGIBLY

Position Applied For: _____ Salary/Wage Requirements: _____

GENERAL INFORMATION:

First Name: _____ Middle Name: _____ Last Name: _____

Street Address: _____ City, State, Zip Code: _____

Home Phone: _____ Cell Phone: _____

Email Address: _____

Social Security Number: _____ / _____ / _____

Are you at least 18 years of age? ☐ Yes ☐ No

Are you related by blood, adoption, or marriage to a current employee of the City? ☐ Yes ☐ No

If yes, please give name and relationship: _____

If employed, will you be able to produce evidence that you are eligible for employment in the United States?

☐ Yes ☐ No

Proof of employment eligibility will be required upon employment.

Have you ever been convicted of any felonies other than minor traffic violations? ☐ Yes ☐ No

If yes, please explain: _____

A criminal record or a conviction will not automatically bar employment but will be considered only as it reasonably relates to your fitness to perform in the position for which you are applying.

Have you ever been employed by the City of Charleston? ☐ Yes ☐ No

If yes, what position was held? _____ If yes, give dates: _____

Are you able to work overtime, if required? ☐ Yes ☐ No First available date for work: _____

Employment Desired: ☐ Full Time ☐ Part Time ☐ Temporary ☐ Other _____

Are you able to perform the essential functions of the job for which you applied, with or without reasonable accommodation, based on the job description provided? ☐ Yes ☐ No

EDUCATION & TRAINING:

High School Attended: _____ City: _____ State: _____

Do you have a high school diploma or GED? ☐ Yes ☐ No *A high school diploma/GED may not be required for all positions. Not possessing a diploma/GED may disqualify an applicant from some positions based on job necessity.*

College / University / Trade or Technical School	City and State	Major Area of Study	Degree Earned	Graduated Yes or No

KNOWLEDGE, SKILLS, & ABILITIES

What skills or additional training do you have that relate to the job for which you are applying?

What machines or equipment can you operate that relate to the job for which you are applying?

List all professional certifications you currently hold:

What language(s) can you speak and/or read and write fluently? _____

Complete only if position requires driving for work:

Do you have a valid driver's license? ☐ Yes ☐ No Type: _____

Driver License State / Number: _____

Have you ever had your driver's license suspended or revoked? ☐ Yes ☐ No

EMPLOYMENT HISTORY:

List your last four employers, starting with the most recent including military experience. Account for all military service and any periods of unemployment. If self-employed, give name of business.

May we contact your current employer? ☐ Yes ☐ No

Employer: _____ Job Title: _____
Street Address: _____ City, State, Zip Code: _____
Telephone Number: _____ Employed From: _____ To: _____
Rate of Pay: _____ Reason for Leaving: _____

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Rate of Pay: _____ Reason for Leaving: _____

if additional space is needed, please continue on a separate sheet of paper

REFERENCES:

List three professional references not related to you. If not applicable, list three school or personal references not related to you.

Name	Telephone Number	Years Known

POLICE OFFICER APPLICATION SUPPLEMENT

****ONLY complete this section if you are applying for the position of Police Officer****

Are you at least twenty-one (21) years of age? ☐ Yes ☐ No

Are you currently P.O.S.T Certified in the State of Tennessee? ☐ Yes ☐ No

If 'Yes', please provide your certification #: _____

If 'No', have you ever been P.O.S.T. Certified in the State of Tennessee? ☐ Yes ☐ No

Please explain:

Are you currently a Certified Police Officer in another state? ☐ Yes ☐ No

If 'Yes', please provide your certification # and state of certification: _____

Have you been convicted of any felony or of a misdemeanor involving force, violence, theft, dishonesty, gambling, liquor or other alcoholic beverages or controlled substances? ☐ Yes ☐ No

Have you been convicted of any crime? ☐ Yes ☐ No

If 'Yes' please list the crime(s) and date(s) of conviction(s):

Have you ever been discharged from any branch of the armed forces of the United States of America (including active duty, guard, or reserve)? ☐ Yes ☐ No

Have you been discharged from the military under anything other than an honorable discharge? ☐ Yes ☐ No

If so, what is the nature of your discharge? _____

POLICE OFFICER APPLICATION SUPPLEMENT

****ONLY complete this section if you are applying for the position of Police Officer****

AUTHORIZATION / ACKNOWLEDGEMENT

By my signature below, I certify that all of the information and statements provided by me in and with this application are true and correct.

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

I give the City of Charleston the right to investigate all references and to secure additional information about me, including criminal history, if job-related and consistent with business necessity.

I consent to the release of information to the City of Charleston about my ability and fitness for employment by employers, schools, law enforcement agencies and other individuals and organizations, as applicable.

I hereby release from liability the City of Charleston and its representatives for seeking such information and all other persons, corporations, or organizations for providing such information.

I understand that, if based upon job-related necessity, a consumer credit investigation is required for employment, I will be provided a separate notice and authorization under the Fair Credit Reporting Act (FCRA) 15 U.S.C. § 1681.

I understand that if offered a position with the City of Charleston, I may be required to pass a pre-employment drug screen for safety-sensitive positions, and a job-related pre-employment physical.

Should I be offered employment, I understand that:

- 1) The offer is contingent upon the results of my background check and applicable pre-employment screens.
- 2) To be an employee of the City of Charleston proof of legal authorization to work in the United States is required. If hired, I must provide the necessary authorization documents within three (3) business days of hire.
- 3) Employment with the City of Charleston is 'At-Will' meaning that I may resign at any time, or may be discharged at any time, with or without cause.

Printed Name: _____

Signature: _____

Date: _____

For Personnel Office Use Only	
Arrange Interview? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Remarks: _____	
Interviewer: _____	Date of Interview: _____
Employed: <input type="checkbox"/> Yes <input type="checkbox"/> No	Hire Date: _____ Job Title: _____
Rate of Pay or Annual Salary: _____	Department: _____