

Carroll County Court House

99 Court Square, Huntingdon TN 38344

Job Application Form

Instructions: Print clearly. Answer all questions. Sign and date the form.

PERSONAL INFORMATION:

First Name _____

Middle Name _____

Last Name _____

Street Address

City, State, Zip Code

Phone Number

() _____

Are you eligible to work in the United States?

Yes _____ No _____

Have you been convicted of or pleaded no contest to a felony within the last five years?

Yes _____ No _____

If yes, please explain: _____

POSITION/AVAILABILITY:

Position Applied For

___ General Sessions Court Clerk _____

Days/Hours Available

Monday _____

Tuesday _____

Wednesday _____

Thursday _____

Friday _____

Saturday _____

Sunday _____

Hours Available: from _____ to _____

What date are you available to start work?

EDUCATION:

Name and Address of School - Degree/Diploma - Graduation Date

Skills and Qualifications: Licenses, Skills, Training, Awards

EMPLOYMENT HISTORY:

Present Or Last Position:

1. Employer:

Address:

Supervisor:

Phone:

Email:

Position Title:

From: _____ To: _____

Responsibilities:

Reason for Leaving:

2. Employer:

Address:

Supervisor:

Phone:

Email:

Position Title:

From: _____ To: _____

Responsibilities:

Reason for Leaving:

3. Employer:

Address:

Supervisor:

Phone:

Email:

Position Title:

From: _____ To: _____

Responsibilities:

Reason for Leaving:

May We Contact Your Present Employer? If yes, please provide a phone number.

Yes _____ No _____ Phone # _____

References:

Name/Title Address Phone

I certify that information contained in this application is true and complete. I understand that false information may be grounds for not hiring me or for immediate termination of employment at any point in the future if I am hired. I authorize the verification of any or all information listed above.

Signature _____

Date _____