

Mailing Address:  
 Attn: Personnel  
 Chattanooga Public Library  
 1001 Broad Street  
 Chattanooga, TN 37402

# EMPLOYMENT APPLICATION

Location:  
 Chattanooga Public Library  
 1001 Broad Street  
 Chattanooga, TN 37402  
 Phone: (423) 757-5318

THE CITY OF CHATTANOOGA IS A EQUAL OPPORTUNITY EMPLOYER

Review the Minimum Qualifications listed on the job announcement. Then, if you feel you qualify, complete this application. FILL IN ALL ITEMS. Be thorough, since your answers determine whether you will be considered for this position. Your completed application, together with all supplementary materials specified on the job announcement, must be received by the Chattanooga Public Library Personnel Department no later than 4:30 p.m., on the closing date specified in the job announcement. We cannot process incomplete, undated or unsigned applications. Neither can we be liable for materials lost or delayed in the U.S. Mail.

Print in Black Ink or Type - Sign on Last Page

## GENERAL EMPLOYMENT INFORMATION

Have you previously worked for the City of Chattanooga?  
 NO  Yes

If yes, dates: \_\_\_\_\_

How did you learn of this opening?  
 \_\_\_\_\_

Are you a U.S. Citizen?  
 NO  Yes

If no, enter Alien Work Permit Number:  
 \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_  
 (Complete only if there are posted age requirements)

Have you ever been convicted of any offense other than a minor traffic violation?  
 NO  Yes

(Conviction of a crime is not necessarily a bar to employment.)

Do you possess a valid driver's license?  
 NO  Yes

License No. \_\_\_\_\_  
 Class/endorsements: \_\_\_\_\_  
 Issuing State \_\_\_\_\_ Expiration Date \_\_\_\_\_

Are you interested in working:  
 Temporary  NO  Yes

Part-Time  NO  Yes

### Personal References

| Name | Address: | Phone: |
|------|----------|--------|
|      |          |        |
|      |          |        |
|      |          |        |

### Other Valid Licenses and Certificates you hold:

| Type of license or Certificate | Issuing State | Registration Number | Expiration Date |
|--------------------------------|---------------|---------------------|-----------------|
|                                |               |                     |                 |
|                                |               |                     |                 |
|                                |               |                     |                 |

### EDUCATION

When claiming college, business or vocational school credit for meeting minimum qualifications, you may be required to submit a copy of your degree or a legible photocopy of your up-to-date transcript with this application. Failure to do so may delay processing or disqualify your application. All papers submitted become the property of the City of Chattanooga Personnel Department and cannot be returned.

Complete only if requirement of position (see minimum qualifications on job announcement).

Do you have a high school diploma?  NO  Yes Do you have a GED certificate?  NO  Yes

If yes, indicate school name and address:

School: \_\_\_\_\_ Address: \_\_\_\_\_

If no, indicate highest grade completed: \_\_\_\_\_

### LIST SCHOOLS ATTENDED AFTER HIGH SCHOOL AND ANY SPECIAL TRAINING YOU HAVE RECEIVED:

| Colleges/Universities<br>Name and Address  | FROM<br>Mo./Yr. | TO<br>Mo./Yr. | Field of Study   | Units Completed   | Certificate or<br>Degree Awarded                  |
|--|-----------------|---------------|------------------|---|---|
|  |                 |               | Major:<br>Minor: | <input type="checkbox"/> Semester<br><input type="checkbox"/> Quarter |   |
|  |                 |               | Major:<br>Minor: | <input type="checkbox"/> Semester<br><input type="checkbox"/> Quarter |   |
|  |                 |               | Major:<br>Minor: | <input type="checkbox"/> Semester<br><input type="checkbox"/> Quarter |   |
| Business/Trade Schools<br>Name and Address | FROM<br>Mo./Yr. | TO<br>Mo./Yr. | Subject          | Hours<br>Per Week   | COMPLETED<br>YES NO                               |
|  |                 |               |                  |   | <input type="checkbox"/> <input type="checkbox"/> |
|  |                 |               |                  |   | <input type="checkbox"/> <input type="checkbox"/> |

LAST NAME: \_\_\_\_\_  
 FIRST: \_\_\_\_\_  
 MIDDLE: \_\_\_\_\_  
 TITLE OF POSITION APPLIED FOR: \_\_\_\_\_  
 RECRUIT # \_\_\_\_\_  
 ADDRESS # & STREET/APT. # \_\_\_\_\_  
 CITY: \_\_\_\_\_  
 STATE: \_\_\_\_\_  
 ZIP: \_\_\_\_\_  
 PHONE: \_\_\_\_\_  
 EMAIL: \_\_\_\_\_

## EXPERIENCE

List the positions that you have held, starting with your most recent one. If more than one position has been held with the same employer, list each separately. THIS SECTION MUST BE COMPLETED IN DETAIL. YOU ARE ENCOURAGED TO ATTACH A RESUME IF YOU WISH, BUT REFERENCE TO A RESUME IN LIEU OF COMPLETING THIS SECTION CANNOT BE ACCEPTED. Describe each different assignment in the military service. Under "duties" describe your job in sufficient detail so that we can determine your tasks and the level of responsibility. If you have had more than three (3) jobs or wish to add more detail to the "duties section, please request and complete an experience addendum sheet and attach. Please include volunteer experience. Jobs and/or volunteer experience listed may require verification.

|   |   |
|---|---|
| CURRENT EMPLOYER:<br>May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No | ADDRESS:<br><br>From _____ / _____<br>Mo.                    Yr.<br>To                    _____ / _____<br>Mo.                    Yr.<br>Salary _____ |
| YOUR TITLE: _____<br>REASON FOR LEAVING: _____  | SUPERVISOR'S NAME & TELEPHONE NUMBER<br>_____   |

DUTIES  
(Be Specific)

|   |   |
|---|---|
| EMPLOYER:<br><br>YOUR TITLE: _____<br>REASON FOR LEAVING: _____ | ADDRESS:<br><br>From _____ / _____<br>Mo.                    Yr.<br>To                    _____ / _____<br>Mo.                    Yr.<br>Salary _____ |
| SUPERVISOR'S NAME & TELEPHONE NUMBER<br>_____                   |   |

DUTIES  
(Be Specific)

|   |   |
|---|---|
| EMPLOYER:<br><br>YOUR TITLE: _____<br>REASON FOR LEAVING: _____ | ADDRESS:<br><br>From _____ / _____<br>Mo.                    Yr.<br>To                    _____ / _____<br>Mo.                    Yr.<br>Salary _____ |
| SUPERVISOR'S NAME & TELEPHONE NUMBER<br>_____                   |   |

DUTIES  
(Be Specific)

This application will be used for one position only. If you wish to apply for other positions with the City of Chattanooga, submit an application for each position. A photocopy of this application may be used for other positions, but each one must bear an original signature. Reference on this application to materials submitted with other applications cannot be considered. since the information you submit on this application may be a part of and/or the entire examination process, your failure to complete information could delay or even disqualify you from consideration for appointment. We can only make changes in address or telephone numbers upon written request.

I certify that the statements made by me on this application are, to the best of my knowledge, true, complete and correct. I understand that any misrepresentation or material omission of fact on this or any other document required by the City, if employed, may be considered as constituting grounds for disqualification and/or dismissal. I further understand that any offer of employment is subject to successful completion of components appropriate to the position, such as physical examinations, drug testing, psychological exams and/or background investigation. I therefore agree to release to the City's assigned doctor, or examiner any information needed for my physical examination and/or employment screening. Having applied for employment with the City of Chattanooga, I do hereby agree and do give my consent that any person, firm or organization listed hereon is authorized to furnish the City with personal or reference material concerning my character and/or past employment and that I waive the right to be informed of information received from any source whether I am accepted or rejected for the position. I further agree and hereby give my consent for the City to furnish any statistical data regarding the application which may be required for compliance with Equal Employment Opportunity Guidelines.

I also understand that all employees of the City of Chattanooga must be residents of the State of Tennessee as per federal ruling effective January, 1990.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_  
 (Please Print)

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

## INDIVIDUAL IDENTIFICATION DATA

ALL APPLICANTS: THIS INFORMATION IS REQUESTED SOLELY FOR THE PURPOSE OF DETERMINING COMPLIANCE WITH FEDERAL CIVIL RIGHTS LAW, AND YOUR RESPONSE WILL NOT AFFECT CONSIDERATION OF YOUR APPLICATION BY PROVIDING THIS DATA. YOU WILL ASSIST US IN ASSURING THAT EMPLOYMENT ACTIONS ARE ADMINISTERED IN A NONDISCRIMINATORY MANNER. THIS SHEET SHOULD BE SUBMITTED WITH YOUR APPLICATION. IT WILL BE DESTROYED AFTER DATA HAS BEEN COLLECTED.

SOCIAL SECURITY NO.

DATE OF BIRTH

SEX: Male  Female

RACE AND NATIONAL ORIGIN:

(See definitions at bottom of page)

1.  White, Not of Hispanic Origin
2.  Black, Not of Hispanic Origin
3.  Hispanic
4.  Asian or Pacific Islander
5.  American Indian or Alaskan Native
6.  Other: \_\_\_\_\_

## RACE AND NATIONAL ORIGIN DEFINITIONS

Definitions of race and national origins: The category which most closely reflects the individual's recognition in the community should be used for purposes of reporting on persons who are of mixed racial and/or national origins.

1. **WHITE, NOT OF HISPANIC ORIGIN:** Having origins in any of the original peoples of Europe, North Africa, or the Middle East. Does not include persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins (see Hispanic). Also includes persons not included in other categories.

2. **BLACK, NOT OF HISPANIC ORIGIN:** Having origins in any of the black racial groups of Africa. Does not include person of Mexican, Puerto Rican, Cuban, Central or South America, or other Spanish cultures or origins (see Hispanic).

3. **HISPANIC:** A Person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins. Does not include person of Portuguese culture or origin.

4. **ASIAN OR PACIFIC ISLANDER:** Having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. For example, India, China, Japan, Korea, the Philippine Islands, and Samoa.

5. **AMERICAN INDIAN OR ALASKAN NATIVE;** Having origins in any of the original peoples of North America and maintaining cultural identification through tribal affiliation or community recognition.

6. **OTHER**