

Application for Employment

Equal Opportunity Employer

Metro Public Health Department, HR
2500 Charlotte Avenue
Nashville, Tennessee 37209-4129
Phone (615) 340-5640 • Fax (615) 340-0497
healthhr@nashville.gov



Metro Public Health Dept
 Nashville / Davidson County
 Protecting, Improving, and Sustaining Health

Please make sure the application is fully completed and legible.

Name _____
Last First MI Maiden

Present mailing address _____

City County State Zip

Address of actual residence (if different from above):

Street Address City ST Zip

Telephone Number(s) Home (_____) _____ Work (_____) _____

Cell / Pager (_____) _____

E-mail Address _____

Relatives employed by the Metro Public Health Department:

Name _____ Relationship _____

Name _____ Relationship _____

Have you previously been employed by Metro Government of Nashville and Davidson County?

Yes No

If yes, list all departments, position(s) held, and dates:

Department:	Position:	Dates:	to
Department:	Position:	Dates:	to
Department:	Position:	Dates:	to
Department:	Position:	Dates:	to

In the event of an emergency, please notify:

Name _____
 Address _____
 City, ST, Zip _____
 Phone No. _____
 Relationship _____

Position applied for: _____

How soon could you begin work? _____

May we refer to your present employer? Yes No

May we refer to your past employer (s)? Yes No

Do you have a valid Driver's License? Yes No
 In what state? _____

Do you have a car for use if the position for which you are applying requires one? Yes No

Check conditions of employment you will accept:
 Temporary Part-time Permanent
 Days Evenings Nights

Minimum salary expected _____

Are you a United States Citizen? Yes No

Are you a member of an Active Reserve Components? Yes No

Have you ever been discharged or forced to resign for misconduct or unsatisfactory service? Yes No

If yes, explain:

EDUCATIONAL BACKGROUND

Education	Highest Grade Completed	Date Last Attended	Did You Graduate?	School Name, City, ST, Zip
Elementary			Yes No	
High School			Yes No	

COLLEGES, NURSING, BUSINESS AND OTHER SCHOOLS ATTENDED

School – Name, City, State, Zip	Mon/Year to	Mon/Year	Major and/or Subjects Taken	Degree and Year

Professional Licensure or Registration Numbers:

Do you claim Veterans Preference? Yes No **If yes, complete the following:**

Date of entry into Active Service: _____ Date of Discharge: _____ Type of Discharge _____

Branch of Service _____ Last Rank: _____

EXPERIENCE: Begin with your present job and record all employment you have had. Attach additional pages if necessary. All experience related to the position for which you are applying should be described in detail.

<p>Name of Employer _____ Address of Employer _____ City, State, Zip _____ Telephone Number (____) _____ Job Title _____ Specific Duties _____ Reason for Leaving _____</p>	<p>From _____ To _____ Full-time Part-time Starting Salary _____ Ending Salary _____ Supervisor's Name & Title _____ _____</p>
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I hereby affirm that the information I have provided in this application, supplemental questions, employment history attachment (and the accompanying resume, if any) is true and complete to the best of my knowledge. I understand that any falsified, misrepresented, incomplete or omitted information may disqualify me from consideration for employment or result in my dismissal from employment.

I understand that nothing contained in this employment application, or in granting an interview, is intended to create an express or implied employment contract between Metropolitan Nashville Government and myself. No promises regarding employment or duration of employment have been made to me.

I understand that any offer of employment will be conditional on successful completion of a number of requirements, including a health assessment, verification of credentials and experience, and similar screenings required for the position. I understand that drug and/or alcohol tests are required for appointment to health and safety related positions, and for CDL holders who may drive in the course of employment. The results of the above screenings or assessments will be released to the department coordinator and may be a factor in determining my suitability for the position for which I have applied.

I authorize Metropolitan Nashville Government or its representatives to investigate and verify any and all of the information contained in this employment application, and to conduct a criminal background investigation. I also authorize all previous employers, schools, organizations and individuals listed herein to verify any and all information I have provided and to give any additional information in response to reference questions intended to determine my suitability for employment.

I understand that in Compliance with Tennessee Law, all applications are subject to Public Disclosure.

Metropolitan Government is a Drug-Free and Smoke-Free work environment.

 Typing name here and e-submitting (at right) or e-mailing to healthhr@nashville.gov constitutes signature for purpose of this application

 Date