

Center: _____

County of Residence: _____

**NORTHWEST TENNESSEE ECONOMIC DEVELOPMENT COUNCIL
APPLICATION FOR EMPLOYMENT**

(Unless specifically instructed otherwise, a resume and original transcript should accompany this application. Please print neatly in ink, or use a typewriter to record responses to questions. All sections must be filled out and requested documentation attached for consideration. Incomplete applications will not be considered.)

Position applied for: _____ Program: _____ Date: _____

Full Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Telephone Number: _____ Alternate Number: _____

Personal Email Address: _____

Do you hold a valid Driver's License? Yes _____ No _____ If yes, license #: _____ State: _____

Do you have a current special chauffeur's license or C.D.L.? Yes _____ No _____

Do you own, or have daily access to an automobile? Yes _____ No _____

If yes, do you have insurance? Yes _____ No _____ If yes, give name of company: _____

Have you served in the U.S. armed forces? Yes _____ No _____

If yes, what branch of service: _____ Classification/Rank: _____

Due to agency policies concerning nepotism, are any members of your family employed by Northwest TN Economic Development Council: Yes _____ No _____

If yes, please state their name and your relationship to them: _____

Are you related by either blood or marriage to a member of the Board of Directors or Policy Council of this agency? Yes _____ No _____ If yes, please state their name and your relationship to them:

Are you a current or former Head Start or Early Head Start Parent? _____ Yes _____ No

If hired, what is the earliest date you could begin work? _____

What is your desired starting salary with this agency? _____

Are you presently employed? Yes _____ No _____ If yes, who is your current employer? _____

May we contact your employer? Yes _____ No _____ Phone _____

If hired, how many weeks notice are required by your current employer? _____

Have you ever applied for employment with Northwest TN Economic Development Council in the past?

Yes No **If yes**, when did you apply? _____ what location? _____

How did you hear about us? _____ Other: _____

EMPLOYMENT HISTORY *(Please list all previous employers starting with most current):*

Company Name _____ **Phone #** _____ **Dates Employed** _____
Address: _____ **City:** _____ **State:** _____ **Zip:** _____
Job Title: _____ **Supervisor:** _____ **Salary:** _____
Responsibilities: _____
Reason for leaving: _____

Company Name _____ **Phone #** _____ **Dates Employed** _____
Address: _____ **City:** _____ **State:** _____ **Zip:** _____
Job Title: _____ **Supervisor:** _____ **Salary:** _____
Responsibilities: _____
Reason for leaving: _____

Company Name _____ **Phone #** _____ **Dates Employed** _____
Address: _____ **City:** _____ **State:** _____ **Zip:** _____
Job Title: _____ **Supervisor:** _____ **Salary:** _____
Responsibilities: _____
Reason for leaving: _____

Company Name _____ **Phone #** _____ **Dates Employed** _____
Address: _____ **City:** _____ **State:** _____ **Zip:** _____
Job Title: _____ **Supervisor:** _____ **Salary:** _____
Responsibilities: _____
Reason for leaving: _____

Company Name _____ **Phone #** _____ **Dates Employed** _____
Address: _____ **City:** _____ **State:** _____ **Zip:** _____
Job Title: _____ **Supervisor:** _____ **Salary:** _____
Responsibilities: _____
Reason for leaving: _____

EDUCATION HISTORY

(List all educational background including high school, GED, vocational school or college):

Name of School: _____

Address: _____ City: _____ State: _____ Zip: _____

Degree Obtained: _____

Name of School: _____

Address: _____ City: _____ State: _____ Zip: _____

Degree Obtained: _____

Name of School: _____

Address: _____ City: _____ State: _____ Zip: _____

Degree Obtained: _____

Name of School: _____

Address: _____ City: _____ State: _____ Zip: _____

Degree Obtained: _____

Office of Head Start Requirements

Provide the following:

Copy of High School Diploma or College Transcripts

Syllabi (to verify relevant college coursework)

Check the counties in which you are willing to work:

- | | | | | |
|--------------|--------|---------|----------|------------|
| All counties | Benton | Carroll | Crockett | Dyer |
| Fayette | Gibson | Henry | Lake | Lauderdale |
| Madison | Obion | Tipton | Weakley | |

Are you legally eligible for employment in the United States? ___ Yes ___ NO

Have you ever been terminated from employment or asked to resign by an employer? ___ Yes ___ No
If yes, please provide company names and details

REFERENCES (In the space provided below, please list the names, complete addresses and current phone numbers of two personal and two professional references.)

Name: _____ *Personal* *Professional* Phone Number: _____

Address: _____ City: _____ State: _____ Zip: _____

Name: _____ *Personal* *Professional* Phone Number: _____

Address: _____ City: _____ State: _____ Zip: _____

Name: _____ *Personal* *Professional* Phone Number: _____

Address: _____ City: _____ State: _____ Zip: _____

Name: _____ *Personal* *Professional* Phone Number: _____

Address: _____ City: _____ State: _____ Zip: _____

In the space below, briefly describe why you desire to work with Northwest TN Economic Development Council and why you feel you will be a beneficial member of the staff:

In submitting this application for employment:

1. *I hereby declare the information provided by me in this application is true and complete, and I understand that falsification of this information is grounds for refusal to hire, or if hired, termination.*
2. *I authorize any of the persons or organizations referenced in this application to give any and all information concerning my previous employment, education or any other information they may have, personal or otherwise, with regard to any of the subjects covered by this application, and I release all such parties from all liability for any damages which may result from furnishing such information to Northwest TN Economic Development Council.*
3. *I authorize you to request, receive and verify all information given in this application.*
4. *In consideration for my employment by Northwest TN Economic Development Council, I agree to conform to the rules and regulations of the company set forth in the Northwest TN Economic Development Council Employee Handbook and acknowledge that these rules and regulations may be changed, interpreted, withdrawn or added by the employer at any time, at the employer's sole option and without any prior notice to me.*
5. *I further acknowledge that if I am employed by Northwest TN Economic Development Council, my employment shall be at will, and may be terminated with or without cause at any time by Northwest TN Economic Development Council.*
6. *I understand that no representative of Northwest TN Economic Development Council has any authority to enter into any agreement for employment for a specific period of time or to terms of employment other than those set forth in the employee Handbook, either prior to commencement of employment, or after I have become employed.*
7. *I consent to a physical examination, which includes a drug test, either prior to commencement of employment or after I have become employed, as deemed necessary by Northwest TN Economic Development Council.*

Applicant's Signature

TIP: Use 'Fill & Sign Tool' in Adobe Reader

Date

After completing this application, email to Applications12579@nwtncap.org or mail/deliver it to:

Northwest Tennessee Economic Development Council
Human Resources Department
231 South Wilson Street
Dresden, TN 38225-1312

FAXED, INCOMPLETE, OR PICTURES OF APPLICATIONS WILL NOT BE ACCEPTED

Northwest TN Economic Development Council is an equal opportunity employer. We will not tolerate discrimination on account of race, color, religion, gender, age, national origin, sex, marital status, physical or mental disability, genetic information or military status.

All qualified applicants are welcome to submit an application for employment.