



City of Bolivar

211 N. Washington St.
Bolivar, TN 38008
731.658.2020

Julian McTizic
Mayor

Shelia Dellinger
City Administrator

Dear Applicant:

I greatly appreciate your interest as an applicant for a position with the City of Bolivar, Tennessee.

Enclosed in your application packet is material relevant to minimum requirements and the selection process for the City of Bolivar. Applicants are expected to read all material enclosed within this packet prior to submitting an application, so you will know what will be expected of you to complete the selection process.

This selection process is long and demanding, but for the successful candidate that is appointed, the rewards are great. Applications usually are processed in thirty days or less.

The City of Bolivar is an Equal Opportunity Employer. All qualified applicants will be considered without regard to race, religion, color, creed, national origin, citizenship, gender, ages, or disability.

Again, I appreciate your interest in the City of Bolivar and wish you the best during this endeavor.

Sincerely,

A handwritten signature in black ink that reads 'Julian McTizic'.

Julian McTizic, Mayor

Shelia Dellinger
City Administrator



City of Bolivar

Employment Application

The City of Bolivar is an equal opportunity drug free workplace employer.

Overview of the hiring and employment process: This application is but one part of the hiring and employment process. Other parts may include an interview, an employment examination or test, and a demonstration of an ability to perform the essential functions of the job. If you need an accommodation in order to complete the application or any part of the hiring and employment process, please call the following number: **(731) 658-2020**. Prior to completing this application, be sure to read the Job Description of the position for which you are applying.

As you complete the application, please bear in mind the following: If an item does not apply to you, write N/A; we reserve the right to check all information for accuracy and completeness; all applicants for employment are a matter of public record. Any misstatements or omission of material fact herein may cause any offer of employment with the City terminated. **FAILURE TO FULLY COMPLETE THIS APPLICATION IN A LEGIBLE MANNER MAY RESULT IN IMMEDIATE REJECTION.**

This application will be considered active only until the position applied for should inquire as to when applications are being accepted and reapply.

APPLICATION SUPPORTING DOCUMENTS

- Original valid Driver's License (for ID purposes only), plus a copy of valid Driver's License for us to retain.
- Copy of Social Security Card
- Void check for direct deposit
- Your original Military DD214 (including character of discharge section), and any other discharge document(s), if applicable, for us to retain.
- Active Reserves who currently attend Military Drills must submit a Military Letter of Good Standing. This letter can be obtained from a staff member upon receipt of your Application Packet. The applicant must submit all original DD214 discharge documents as soon as they become available to the applicant.
- Applicants who have previously served in the Active Reserves MUST submit a copy of their discharge papers, showing character of discharge from the Reserve Unit.

Failure to turn in these documents will result in your application being rejected by the City of Bolivar.

I HEREBY CERTIFY THAT I HAVE READ AND UNDERSTAND ALL OF THE ABOVE STATED INFORMATION.

SIGNATURE: _____

DATE: _____



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APPLICATION FOR EMPLOYMENT

1. Incomplete applications or applications containing other than what is requested will be disqualified from consideration.
2. *(No faxed applications will be accepted.)*
3. The City of Bolivar is an Equal Opportunity Employer. Applicants are considered for all positions and employees are treated during employment without regard to race, color, religion, sex, national origin, age, disability, or any other prohibited basis of discrimination, as provided under state and federal law.
4. This application is but one part of the hiring and employment process. Other parts may include an interview, an employment examination or test. If you need an accommodation in order to complete any part of the hiring and employment process, please call the phone number listed above.
5. Prior to completing this application, be sure to read the JOB DESCRIPTION of the position for which you are applying. If you are offered the job and hired, you MUST present your social security card to the City.

THIS DOCUMENT IS PUBLIC RECORD AND OPEN TO INSPECTION BY ANY CITIZEN OF THE STATE OF TENNESSEE PURSUANT TO TCA SECTION 10-7-503.

General Information:

Position Title: _____ **Date:** _____

Name: _____
(Last) (First) (MI)

Present Mailing Address: _____
(Street & No.)

(City) (State) (Zip)

Home Phone: _____ **Work Phone:** _____ **Cell Phone:** _____

Are you legally authorized to work in the U.S.? YES NO
If yes, can you provide required work authorization documents? YES NO

Do you have any personal or family situations that would prevent you from working flexible schedules (including weekends) or overtime when required with reasonable notice except for emergencies?
YES NO

Have you been convicted of a felony or misdemeanor crime or released on probation or released from a detention facility in the past? NOTE: Answering yes does not automatically disqualify you from employment. Consideration will be given to the nature of the offense, date, and type of job for which you are applying. If yes, please **explain**, give **date**, **place**, **nature of charge**, and **disposition of case**.

YES NO

If yes, explain: _____

Have you paid a fine for any traffic violations or had any convictions for such in the past three (3) years?

YES NO

If yes, please give **date**, **place**, **offense/charge**, and **disposition of case**: _____

Please Provide _____ **and** _____ **for Background Check.**

Social Security Number

Date of Birth

Job Interest/Skills:

Position Desired: _____ **Applying for:** Full-time Part-Time Temporary Summer

If part-time, what days/hours are you available? _____

Have you applied with the City of Bolivar before?

YES NO

Have you been employed by the City of Bolivar before?

YES NO

If yes, please state dates and position held: _____

Date you could begin working: _____

Are you able to perform the essential functions of the position with or without accommodations?

YES NO

List office machines, vehicles, or equipment you can operate: _____

List your computer technology knowledge and experience:

Experience Level: _____

Type of Computer: _____

Software Utilized: _____

Programming Languages: _____

Typing Speed: _____ WPM

Please list any other comments about job skills that would be helpful in performing the job of the position you are applying for: _____

Education:

HIGH SCHOOL			
Name of School:	Location (City/State):		Graduate?
SECONDARY EDUCATION			
Name of School:	City/State:	Area of Study:	Highest Degree Received:

OTHER EDUCATION				
Name of School:	City/State:	Area of Study:	Graduate?	Degree/Certification Obtained:

Please list any certifications not listed above: _____

References:

List three persons (not related to you) who have knowledge of your qualifications for the position(s) for which you are applying. These individuals may be former co-workers, teachers, etc. Do not list any names of supervisors entered under employment data.

Reference 1:

Name: _____ Telephone Number: _____

Address: _____ Relationship: _____

Reference 2:

Name: _____ Telephone Number: _____

Address: _____ Relationship: _____

Reference 3:

Name: _____ Telephone Number: _____

Address: _____ Relationship: _____

Employment Data:

List your employment history beginning with your current or most recent employer, including all positions held (part-time, military, summer, etc.) Do not omit periods of unemployment. Use additional pages if necessary.

Name of Employer: _____ **Phone Number:** _____

Address: _____
(Street) (City) (State) (Zip)

Position: _____ **Name of Supervisor:** _____

Job Duties and Responsibilities: _____

Employed From: _____ **to** _____ **Starting Salary:** \$ _____ **Ending:** \$ _____

Reason for Leaving: _____

May we contact this employer? YES NO

Name of Employer: _____ **Phone Number:** _____

Address: _____
(Street) (City) (State) (Zip)

Position: _____ **Name of Supervisor:** _____

Job Duties and Responsibilities: _____

Employed From: _____ **to** _____ **Starting Salary:** \$ _____ **Ending:** \$ _____

Reason for Leaving: _____

May we contact this employer? YES NO

Name of Employer: _____ **Phone Number:** _____

Address: _____
(Street) (City) (State) (Zip)

Position: _____ **Name of Supervisor:** _____

Job Duties and Responsibilities: _____

Employed From: _____ **to** _____ **Starting Salary:** \$ _____ **Ending:** \$ _____

Reason for Leaving: _____

May we contact this employer? YES NO

Name of Employer: _____ **Phone Number:** _____

Address: _____
(Street) (City) (State) (Zip)

Position: _____ **Name of Supervisor:** _____

Job Duties and Responsibilities: _____

Employed From: _____ **to** _____ **Starting Salary:** \$ _____ **Ending:** \$ _____

Reason for Leaving: _____

May we contact this employer? YES NO

Have you ever been terminated or asked to resign from any job?

YES NO

If yes, please explain the circumstances: _____

Please explain fully any gaps in your employment: _____

Acknowledgement:

READ AND SIGN:

By my signature placed below, I authorize investigation of all statements contained in this application. I promise that the information provided herein is true and complete. I understand that any false or misleading information provided during the application or interview process will result in withdrawal from consideration from employment or my immediate discharge if I am hired, regardless of when discovered.

I hereby authorize any person or organization I have given as a reference, or by whom I have been previously employed to furnish the City of Bolivar any information they may have concerning me, and I hereby release all such persons and organizations from any claims for damages, financial or otherwise.

I understand that if offered employment with the City of Bolivar, my employment will be conditional upon the successful completion of a post-offer medical examination, background investigation, drug screening, and if applicable, a functional fitness test.

I understand that receipt of this application does not, by itself, create a contract of employment. It is understood that if I am employed I will be on an introductory status for a specified period, following which a decision will be made as to my continued employment.

Signature of Applicant

Date

This application cannot be processed without an original signature.