



GALLATIN DEPARTMENT OF ELECTRICITY (GDE)

APPLICATION FOR EMPLOYMENT

135 Jones St.
Gallatin, TN 37066
615-452-5152 – O
615-452-6060 – F

EMPLOYEE INFORMATION

Position desired: 1st _____ 2nd _____ Wage Expected: _____

Name: _____ SSN: _____

Cell phone: _____ Home phone: _____ Email: _____

Address: _____

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

YES NO

Are you older than 18? YES NO

I am legally eligible for employment in the U.S.?

YES NO

I am seeking a permanent position: YES NO

If necessary for the job, I am able to:

Work Overtime? YES NO

Provide a valid driver's license? YES NO

If yes, fill out the following: Issuing State: _____

Type License: _____

I will be able to report to work in _____ days after being notified I have been hired.

Do you have or have you had family members employed with GDE? YES NO If yes, who _____

Are you currently dating or romantically involved with a GDE employee's family member? YES NO

Do you know anyone that is currently employed with GDE? YES NO If yes, who _____

EMPLOYMENT HISTORY

List most recent employment first and include summer or temporary jobs. Be sure all your experience or employers related to this job are listed here. If additional experience blocks are needed, please use an extra sheet and attach to this form.

| | | | |
|-----------------------------------|---------------------------------------|----------------------------|------------------|
| Employer name and address: | Position title/duties, skills: | Start date: | End date: |
| | | Reason for leaving: | |
| Starting Salary: \$ | Supervisor: | Phone # | |
| Ending Salary: \$ | | | |
| Employer name and address: | Position title/duties, skills: | Start date: | End date: |
| | | Reason for leaving: | |
| Starting Salary: \$ | Supervisor: | Phone # | |
| Ending Salary: \$ | | | |
| Employer name and address: | Position title/duties, skills: | Start date: | End date: |
| | | Reason for leaving: | |
| Starting Salary: \$ | Supervisor: | Phone # | |
| Ending Salary: \$ | | | |

EDUCATION

| | Institution Name | City/State | Year Completed | From | To | Graduate/ Degree | Year Awarded |
|--------------------|------------------|------------|----------------|------|----|---------------------|-----------------|
| High School | | | | | | | |
| College/University | | | | | | | |
| Business/Technical | | | | | | | |
| Additional | | | | | | | |

SKILLS & QUALIFICATIONS

Other qualification such as special skills, abilities or honors that should be considered:

Types of computers, software and other equipment you are qualified to operate:

Professional licenses, certifications or registrations:

Additional skills, including supervision skills, other languages or information regarding the career/occupation you wish to bring to the employer's attention:

REFERENCES

List two personal references who are not relatives or former supervisors:

| Name | Address | Phone | Occupation | Years Known |
|------|---------|-------|------------|-------------|
| | | | | |
| Name | Address | Phone | Occupation | Years Known |
| | | | | |

INFORMATION TO THE APPLICANT

I understand that filling out this application merely places my name in consideration for employment and in no way guarantees me a job or right to any job. I further understand that any falsification of this application or omission of a material fact may be grounds for disqualification of this application or termination of employment. I acknowledge that employment as defined by GDE's Personnel Policies may be terminated with or without cause.

To determine my suitability for employment, I agree to participate in whatever selection tests, medical examination and psychological evaluations that are deemed necessary by GDE at its expense. I authorize GDE to accomplish whatever background investigation is deemed necessary, authorize all parties to furnish GDE with any and all information they may have concerning me and to release all such parties from any and all liability for any and all damage whatsoever incurred in furnishing this information.

GDE is committed to protecting the health and safety of our employees. We fully comply with the Drug-Free Workplace Act of 1988. Our policy prohibits the unlawful manufacture, distribution, dispensation, possession or use of alcohol or illegal controlled substances on GDE's premises or while conducting GDE business off GDE's premises. It is also against our disciplinary rules to report to work with impaired ability as the result of, or signs of recent prior use of alcohol or illegal controlled substances. As part of our pre-employment medical examination, we require that prospective employees undergo a sophisticated and highly reliable drug screening. Those individuals who test positive for illegal controlled substances will not be hired by GDE.

GDE is an Equal Employment Opportunity Employer committed to providing a non-discriminatory employment environment for its employees. GDE does not discriminate against individuals on the basis of their race, sex, sexual orientation, gender identity, religion, color, national or ethnic origin, age, disability, military service, or genetic information in its administration of policies, programs, activities or employment.

Signature of Applicant

Date