PLEASE READ BEFORE COMPLETING THE APPLICATION

Instructions for completing an application for City of Pigeon Forge:

You are viewing this page because you have clicked on the link to complete an application. Stop and read these instructions before completing the application so it will be submitted correctly.

- 1.) You are currently viewing the application through your internet web browser. In order to use the signature and submit function in this application, you must download it into Adobe.
- 2.) Once you have downloaded the application and are using Adobe software to complete, you may begin filling in the application. If there is not a download option on your web browser than do a save as file to adobe and save to desktop.
- 3.) Once application is complete, you will provide a signature on the last page. When you select the box for signature another box should pop up asking you to create signature. Once your signature is completed, you will enter the date.
- 4.) Next you will click the submit button. Then an email box will appear with the application attached and an address to send it to the City of Pigeon Forge HR Dept.
- 5.) If you have any additional attachments such as a resume or certificates, you can add them at this time before hitting send.
- 6.) When you are finished with the file, click the send button. The HR Dept will confirm the email was received within a few days by replying to email.

There are other options to submit your application if you don't have the necessary tools to complete it as instructed above:

- You may fill in the application through the internet, then print the application and mail it to City of Pigeon Forge, Attn: HR Dept, PO Box 1350, Pigeon Forge, TN 37868.
- You may also print the blank application and complete it manually and mail it to City of Pigeon Forge, Attn: HR Dept, PO Box 1350, Pigeon Forge, TN 37868.
- If you are not able to access the application online at all, you may pick up an application as indicated on the job posting.

If you have further questions about completing the application, please contact the Human Resource Department at 865-453-9061.



CITY OF PIGEON FORGE APPLICATION FOR EMPLOYMENT

We consider applications for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, sexual orientation, citizenship status, genetic information, or any other legally protected status.

Position(s) Applied	l for:			Date of A	Applicatio	n:
How did you learn Newspaper Website Relative	about us?		ployee (name)			
Last Name:		First Name:		Midd	lle Name:	
Address: Nu	mber	Street	City	State		Zip Code
Telephone Numbe	r(s):		Best time to C	Contact:		
E-mail address:						
Driver's License In	formation:					
Your name as state	ed on License: _					
Drivers License Nu	mber	State	: Clas	ss:	_	
Endorsement:	Re	strictions:		CDL:	Yes	No

				_	
Are you 18 years or o	older?		Yes	No	
Are you 21 years or older?			Yes	No	
Have you ever been of If yes, give	Yes	No			
Do any of your friends or relatives work here? If yes, give name/Relationship			Yes 	No	
Are you prevented fr in this country becau Proof of citizensh	Yes ployment.	No			
Date available to work/ What is your desired salary range?					
Are you available to work: Full-time Part-time					
EDUCATION					
	Name and Address of	Course of	Number of	Diploma	
	School	Study	Years Completed	Degree	
High School					
College					
Other (Specify)					
Describe any specialized training, apprenticeship, skills, certifications, computer software experience that you have.					
If applicable, please describe any military service you have had including any related skill and/or training					
received.					

EMPLOYMENT EXPERIENCE

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities, or other protected status.

Employer:	Dates Employed		Work Performed:
	From:	To:	
Address:			
Telephone Number(s):	Hourly Rate/Salar		1
	Starting:	Final:	
Supervisor:		[]	
		[]	
Job Title:			!
Reason for leaving:			
Employer:	Dates Employed	, T	Work Performed:
	From:	То:	1
Address:			1
Telephone Number(s):	Hourly Rate/Salar		
	Starting:	Final:	
Supervisor:			
Job Title:			
December lessing.			<u> </u>
Reason for leaving:			
Employer:	Dates Employed		Work Performed:
	From:	To:	
Address:			
Telephone Number(s):	Hourly Rate/Salary		
	Starting:	Final:	
Supervisor:			
Job Title:			
Reason for leaving:			
January 1			

REFERENCES:

Give the names of three persons not related to you who you have known at least one year as a personal reference. List at least one reference related to past employment.

personal reference. Lis Name	t at least one reference r Address/Phone#	elated to past employ Business	ment. Years Acquainted
	Addressyr none	- Business	Tears Acquaintea
1.			
2.			
3.			
APPLICANT'S	STATEMENT		
I certify that answers given	herein are true and complete.		
arriving at an employment	•	City of Pigeon Forge to cont	byment as may be necessary in tact my references listed above
Applicants will be subject to with the city policy.	o a physical, background check	k, driving history check and	drug testing in accordance
relationship with the City of any time and the Employer that this "at will" employme such change is specifically a In the event of employmen	cknowledge that, unless otherwork of Pigeon Forge is of an "at will" may discharge Employee at an ent relationship may not be chacknowledged in writing by an t, I understand that false or m ischarge. I understand, also, the	" nature, which means that ny time with or without can nanged by any written docu authorized executive of th isleading information giver	t the Employee can resign at use. It is further understood ument or by conduct unless e City of Pigeon Forge.
		 Date	
This is an electronic document th After completing application, 37868-1350 or submit City of Pigeon Forge is	please mail to City of Pigeon Forg electronically using the button be	e, Human Resources Departm low. All Applications must hav ty employer and complies wit	can also print and hand write your information tent, P.O. Box 1350, Pigeon Forge, Tennessee we a signature of applicant to be valid. The hand the the ADA and the VI. Applications are only what you are applying for.
	DO NO	T WRITE BELOW THIS LIN	NE
Interviewed by: _		Dat	te:
Position	Dept	Hire	edY N
Hire Date:	Starting Pay	/:	
Approvals: 1	2	3	

Department Head

HR Manager

City Manager