

# **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.

## Communication Officer Applicant Supplemental Questionnaire

Are you a United States citizen or a permanent legal resident of the United States who is a honorably discharged veteran of the United States armed forces?

U.S. Citizen

Permanent legal resident of the United States and a honorably discharged veteran of the United States armed forces

None of the Above

Do you have a valid Driver License?

Yes

No

Do you have a High School Diploma or Equivalent? (Online GED is not acceptable)

Yes

No

Applicants must be a minimum of 18 years of age at the time of application. Are you 18 years of age or older?

Yes

No

Are you fluent with a language, other than English, in both written and spoken word?

Yes

No

If you are bilingual, list the language(s) other than English in which you are fluent.

If former U. S. armed forces, did you receive an honorable discharge?

Yes

No

Do you have a felony conviction?

Yes

No

Have you ever sold any kind of narcotic, dangerous drug or marijuana?

Yes

No

Have you used any illegal drugs, including marijuana, in the last 12 months?

Yes

No

Per TCA code 38-8-106, applicants for Public Safety positions shall "Not have been convicted of or pleaded guilty to or entered a plea of nolo contendere to any felony charge OR to any violation of any federal or state laws or city ordinances relating to force, violence, theft, dishonesty, gambling liquor, controlled substances". Do you have any violations related to the above stated code that would prevent you from continuing in the application process?

Yes

No



# 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 for:

Date of Application:

How did you learn about us?

Newspaper

Website

Relative

Friend

Current Employee (name) \_\_\_\_\_

Other \_\_\_\_\_

Last Name:

First Name:

Middle Name:

Address:

*Number*

*Street*

*City*

*State*

*Zip Code*

Telephone Number(s):

Best time to Contact:

E-mail address:

### Driver's License Information:

Your name as stated on License: \_\_\_\_\_

Drivers License Number \_\_\_\_\_ State: \_\_\_\_\_ Class: \_\_\_\_\_

Endorsement: \_\_\_\_\_ Restrictions: \_\_\_\_\_ CDL: Yes No

Are you 18 years or older?	Yes	No
Are you 21 years or older?	Yes	No
Have you ever been employed with us before? If yes, give date_____	Yes	No
Do any of your friends or relatives work here? If yes, give name/Relationship _____	Yes	No
Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? <i>Proof of citizenship or immigration status will be required upon employment.</i>	Yes	No
Date available to work ___/___/___	What is your desired salary range? _____	
Are you available to work:	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	

## EDUCATION

	Name and Address of School	Course of Study	Number of Years Completed	Diploma 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:
Address:	From:	To:	
Telephone Number(s):	Hourly Rate/Salary		
Supervisor:	Starting:	Final:	
Job Title:			
Reason for leaving:			

Employer:	Dates Employed		Work Performed:
Address:	From:	To:	
Telephone Number(s):	Hourly Rate/Salary		
Supervisor:	Starting:	Final:	
Job Title:			
Reason for leaving:			

Employer:	Dates Employed		Work Performed:
Address:	From:	To:	
Telephone Number(s):	Hourly Rate/Salary		
Supervisor:	Starting:	Final:	
Job Title:			
Reason for leaving:			

# 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.

Name	Address/Phone#	Business	Years Acquainted
1.			
2.			
3.			

# APPLICANT’S STATEMENT

I certify that answers given herein are true and complete.

I authorize investigation of all my statements contained in this application for employment as may be necessary in arriving at an employment decision. I also authorize the City of Pigeon Forge to contact my references listed above to complete a reference check before starting employment.

Applicants will be subject to a physical, background check, driving history check and drug testing in accordance with the city policy.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with the City of Pigeon Forge is of an “at will” nature, which means that the Employee can resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this “at will” employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of the City of Pigeon Forge.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the City of Pigeon Forge.

\_\_\_\_\_

Signature of Applicant \_\_\_\_\_  
Date

*This is an electronic document that allows you to type your information in before printing. You can also print and hand write your information. After completing application, please mail to City of Pigeon Forge, Human Resources Department, P.O. Box 1350, Pigeon Forge, Tennessee 37868-1350 or submit electronically using the button below. All Applications must have a signature of applicant to be valid.*

*City of Pigeon Forge is an Equal Employment Opportunity employer and complies with the ADA and Title VI. Applications are only accepted for open positions. Please be specific on the application for what you are applying for.*

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**DO NOT WRITE BELOW THIS LINE**

Interviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

Position \_\_\_\_\_ Dept \_\_\_\_\_ Hired \_\_Y\_\_N

Hire Date: \_\_\_\_\_ Starting Pay: \_\_\_\_\_

Approvals: 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_  
HR Manager Department Head City Manager