

Davidson County Human Resources

Department Mission Statement:

The Davidson County Human Resources Department is dedicated to being a strategic partner in helping to fulfill the mission of County Government by ensuring the efficient and effective utilization of human capital.

Department Objectives:

- To provide a high degree of customer service that is professional, courteous and consistently accurate.
- To do the right thing that serves to promote and foster goodwill, while also being in compliance with County, State, and Federal laws.
- To provide services, systems, plans, and policies that supports the individual and the advancement of the organization.
- To work as a team to get the job done correctly and on time.
- To provide a safe work environment that also promotes wellness and individual accountability for helping achieve desired results, including controlling associated health and insurance costs.

Davidson County Local Government Application Process and Information

We invite you to consider employment with Davidson County Local Government by reviewing our job listings on this website, utilizing our job line telephone number, or coming to our department in person. Although we cannot hire all applicants for our openings, all properly completed applications will be given every consideration. We are an Equal Opportunity Employer that strives to employ the best qualified people to serve our citizens. We do not discriminate on the basis of race, color, religion, national origin, sex, age, disability, or political affiliation. It is our intention that all qualified applicants be given equal opportunity and that selection decisions are based on job-related factors. In reading and completing our application, please be aware that none of the information requested is intended to imply illegal preferences or discrimination based upon non-job related information.

Please Read And Follow Carefully

- Applications are accepted for current Davidson County job openings only.
- Please type or print application information. Use Black Ink Only.
- Requests for reasonable accommodation with the application and/or interview process should be made to the Human Resources Director.
- Resumes, cover letters, and business references may be submitted with the completed application as supplemental information.
- If additional space is needed to complete any question or information, attach a signed and dated separate page.
- Incomplete applications will not be considered. Applications that are received unsigned, undated, incomplete, illegible, or past the closing date will not be considered.
- A completed Davidson County Employment Application must be RECEIVED in the Human Resources Department by 5:00 pm on the closing date to be considered for a current opening.
- Davidson County does not keep applications on file. You must apply for each vacancy that you want to be considered for.
- Davidson County Local Government is a drug-free workplace to insure that employees are safe and fit to perform their assigned job duties. **All persons offered employment must have a negative drug test before being employed.**

DAVIDSON COUNTY EMPLOYMENT APPLICATION

(Adobe Acrobat Version)

Please read the following instructions for the Adobe Acrobat version of the Davidson County Employment Application.

This application allows you to type your information into the available fields, and then print the application so that it can be signed and delivered to Davidson County Human Resources. Some fields on this application form are required fields. If you do not complete any one of these required fields, the application will prompt you with a message informing you to complete the required field.

On page 1 of the application, there are four buttons in the upper right hand corner.



Instructions - Click the instructions button to view these instructions.

Print - Click this button to print the application.

Reset Page - Click this button to reset all the fields on the page. This button appears on every page and when clicked, will reset all the fields on the page that you are on.

Reset Application - Click this button to reset all the fields on every page of the application.



Throughout the application, small buttons with an “R” are positioned beside specific areas. Clicking this button will reset the fields of that area only.

After you have completed filling out the application, please check to make sure all of your information is correct to the best of your knowledge. Then, return to the first page and click the “Print” button or use the file menu functions to print the application.

EMPLOYMENT HISTORY



PLEASE READ CAREFULLY

Beginning with your present or most recent job, describe in detail ALL work experiences, using a separate section for each position. List all jobs you have held, including periods of unemployment and military service as well as internships, volunteer and summer work. Use additional "Continuation Sheets" if necessary. Be sure to indicate whether employment was full-time or part-time, state the average number of hours worked per week. Incomplete information will result in the disqualification of your application. DO NOT DEFER TO RESUME.

Employer	Address		
Job Title	Supervisor's Name and Title	Phone	
Date Employed (Mo/Yr)	Starting Salary: \$	Per	May We Contact Employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
Date Separated (Mo/Yr)	Ending Salary: \$	Per	
<input type="checkbox"/> Full-time <input type="text"/> # years <input type="text"/> # months <input type="checkbox"/> Part-time <input type="text"/> # years <input type="text"/> # months; if part-time, # hours worked per week <input type="text"/>			
Reason for Leaving/Wanting to Leave:			
Description of Work:			

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