



## PRE-EMPLOYMENT QUESTIONS

### Blount General Prescreeners

The following questions will determine if you meet minimum requirements for a volunteer position at Blount County. You must meet our minimum qualifications to be considered.

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Can you provide legal documentation establishing your identity and eligibility to be legally employed in the United States?

Yes \_\_\_\_\_ No \_\_\_\_\_

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Are you willing to undergo a criminal background and employment reference check? *(Note – The existence of a criminal history will not automatically disqualify you from the job you are applying for.)*

Yes \_\_\_\_\_ No \_\_\_\_\_

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Blount County asks the following question in order to ensure we can comply with state and local laws:

Are you age 18 or over?

Yes \_\_\_\_\_ No \_\_\_\_\_

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Are you able to perform the essential functions of the volunteer position which you are applying with or without reasonable accommodation?

Yes \_\_\_\_\_ No \_\_\_\_\_



## WORK HISTORY

	Start Date	End Date
Date of Employment:		
Employer Name:		
Employer Address:		
Phone Number:		
Position Held:		
Description Of Responsibilities:		
May We Contact This Employer?	Yes	No
Reason for Leaving This Employer?		

	Start Date	End Date
Date of Employment:		
Employer Name:		
Employer Address:		
Phone Number:		
Position Held:		
Description Of Responsibilities:		
May We Contact This Employer?	Yes	No
Reason for Leaving This Employer?		

## WORK HISTORY- Continued

	Start Date	End Date
Date of Employment:		
Employer Name:		
Employer Address:		
Phone Number:		
Position Held:		
Description Of Responsibilities:		
May We Contact This Employer?	Yes	No
Reason for Leaving This Employer?		

	Start Date	End Date
Date of Employment:		
Employer Name:		
Employer Address:		
Phone Number:		
Position Held:		
Description Of Responsibilities:		
May We Contact This Employer?	Yes	No
Reason for Leaving This Employer?		

## EDUCATION

<b>Name of School:</b>	
<b>Address:</b>	
<b>School Type:</b>	
<b>Dates Attended:</b>	
<b>Did you receive a diploma/degree?</b>	

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## REFERENCES

<b>Name:</b>	
<b>Phone:</b>	
<b>Organization Name:</b>	
<b>Relationship:</b>	
<b>How many years have you known this person?</b>	

<b>Name:</b>	
<b>Phone:</b>	
<b>Organization Name:</b>	
<b>Relationship:</b>	
<b>How many years have you known this person?</b>	

<b>Name:</b>	
<b>Phone:</b>	
<b>Organization Name:</b>	
<b>Relationship:</b>	
<b>How many years have you known this person?</b>	

## PREVIOUS ADDRESS

Have you lived at any other addresses in the past 10 years?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes please list the previous addresses below.

<b>Address:</b>	
<b>Moved In:</b>	
<b>Moved Out:</b>	

<b>Address:</b>	
<b>Moved In:</b>	
<b>Moved Out:</b>	

<b>Address:</b>	
<b>Moved In:</b>	
<b>Moved Out:</b>	

<b>Address:</b>	
<b>Moved In:</b>	
<b>Moved Out:</b>	

## DISCLAIMER

I hereby certify and affirm that the information provided in connection with the application process is true, accurate and complete, and that I have withheld nothing that would, if disclosed, affect this application unfavorably.

I hereby authorize Blount County to investigate all information pertinent to my application in order to determine my qualifications for a volunteer position which may include contacting former and/or current employers or any other person or entity. I hereby authorize all persons and entities having information relevant to my application to provide that information to Blount County I understand that any offer may be rescinded or terminated if my references are inadequate or unacceptable to Blount County or if I violate any of the provisions of this Certification.

I understand that any omission, misrepresentation, or falsification in connection with this application process may be grounds for denial of or immediate termination of my volunteer position. I further understand that if I am hired by Blount County, I must abide by all the rules and policies of Blount County which, other than the at-will employment policy, may be changed without notice at the direction of Blount County.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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SHOULD YOU HAVE A NEED, BLOUNT COUNTY WILL PROVIDE A REASONABLE ACCOMODATION WITHIN A TIMELY MANNER TO COMPLETE THE APPLICATION UPON REQUEST. If you need accommodations, please contact Blount County's ADA Coordinator at 865-273-5772.

If you are a qualified individual and have a disability, for which you need a reasonable accommodation to perform the essential functions of the job to which you are applying, you are entitled to one under the Americans with Disabilities Act (ADA).

Blount County is an Equal Opportunity Employer who provides equal employment opportunities to all applicants for employment without regard to race, color, religion, sex (including pregnancy), sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, status as a protected veteran, or any other protected status in accordance with applicable federal, state and local laws.

Qualified federal government contractors are required by law to take affirmative action to employ (and advance in employment) all qualified applicants (and employees) who are protected veterans.