City of Lenox

City Clerk: Teresa Barber

Police Chief: Shane Daughtrey

Mayor: Henry P. Baker, Jr.

Councilmembers:

P.O. Box 560 * Lenox, Georgia 31637

Yolande Boone Phone (229) 546-4252 * Fax (229) 546-4227

"A Family Community"

Cathy Byron
Billy Mauldin

Lillian McClelland

Carolyne Sanders

Dear Applicant:

Thank you for choosing the City of Lenox to help you meet your employment and career goals. We appreciate the time you are taking to complete our standard application process.

The City of Lenox is committed to providing a safe and comfortable environment for clients and their families, as well as offering all employees the security of knowing their coworkers are trustworthy, safety oriented and drug-free as they are.

In order to meet these safety and security goals, in addition to requiring that all potential new employees be tested for illegal drugs, the City of Lenox also conducts through background screening. If you are considered for employment, please note that some or all of the following employment screenings will be performed:

THE CITY OF LENOX will conduct a CRIMINAL RECORDS CHECK.
THE CITY OF LENOX will contact PREVIOUS EMPLOYERS and EDUCATION
OFFICIALS.

THE CITY OF LENOX will verify your PROFESSIONAL LICENSE and CREDENTIALS (if appropriate).

THE CITY OF LENOX will check your DRIVING RECORD (if you job involves driving a company or private vehicle).

THE CITY OF LENOX may request additional levels of background screening when appropriate.

Again, Thank You for applying for employment with the CITY OF LENOX.

APPLICATION FOR EMPLOYMENT

(Pre-Employment Questionnaire) (An Equal Opportunity Employer)

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*This form has been revised to comply with the provisions of the Americans with Disabilities Act and the final regulations and interpretive guidance promulgated by the EEOC on July 26. 1991.

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This form has been designed to strictly comply with State and Federal fair employment practice laws prohibiting employment discrimination. This Application for Employment Form is sold for general use throughout the United States. TOPS assumes no responsibility for the inclusion in said form of any questions which, when asked by the Employer of the Job Applicant, may violate State and/or Federal Law.

DEPT. HEAD

GENERAL MANAGER

EMPLOYMENT MANAGER

CONSENT FORM

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