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2/11

# Application For Employment

P. O. Box 998-45 East Broad Street  
Cookeville, TN 38503-0998  
615-526-9591



This application is a very important part of the selection process. All requested information must be furnished. Please be aware that the information you provide will be used in the job screening process. Therefore, it is important that you be as specific as possible in your description of past and present experiences, training and education.

Answer all questions fully and accurately. If additional space is needed, please use a blank sheet and attach it to the application form. If an item does not apply to you, or if there is no information to be given, please write in the letters "N.A." for not applicable.

All applications are public documents and are open to public inspection and/or publication.

Position Applied For: Police Officer <sup>5/2/97</sup> Date December 17, 1996

Name Birdwell Samuel Zachary  
Last First Middle

Residential Address #3961 Coles Ferry Pike Lot 15  
Number Street Apt #  
Lebanon TN 37087  
City State Zip

Mailing Address Same as above  
Number Street Apt #  
City State Zip

Telephone ( 615 ) 449-7103 Social Security # [REDACTED]  
Area Code

The City of Cookeville is an Affirmative Action, Equal Opportunity Employer

Have you been previously employed by the City of Cookeville? Yes \_\_\_\_\_ No \_\_\_\_\_. If yes, give date \_\_\_\_\_.

Are you currently employed? Yes  No \_\_\_\_\_

If yes, may we contact your present employer? Yes  No \_\_\_\_\_

Do you have any relatives who are currently working for the City of Cookeville? Yes \_\_\_\_\_ No

If yes, please list name(s) and departments(s) \_\_\_\_\_

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?

Yes \_\_\_\_\_ No  (Proof of citizenship or immigration status will be required upon employment.)

Are you willing to work: Full Time  Part Time \_\_\_\_\_ Temporary \_\_\_\_\_

List any days/hours you are unable to work N.A.

Have you been convicted of a felony: Yes \_\_\_\_\_ No  If yes, please explain:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## PROFESSIONAL, TRADE, BUSINESS AND CIVIC ACTIVITIES

List professional, trade, business or civic activities and offices held. (You may exclude memberships which would reveal sex, race, religion, national origin, handicap or other protected status.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## PERSONAL REFERENCES

Give name, address and telephone number of three references who are not related to you and are not previous employers.

William E. Gibson, 145 S. Jefferson Ave., Cookeville, TN 38501 (615) 528-5015

Bill Hofstetter, 111 Cherry St., Lebanon, TN 37087 (615) 444-9432

William Johnson, 1712 Greenwood Road, Lebanon, TN 37087 (615) 444-9538

David Browning, UNION PLANTERS BANK, 201 Main St., Celina, Tn. 38551 (615) 243-3124

# EMPLOYMENT EXPERIENCE

Provide the information requested below beginning with your present or last job. Include military assignments.

1 Employer Mid-Cumberland Human Resource Agency		Work Performed	
		Dates Employed	
Telephone (615) 449-4844	From	To	I investigate, report on, and supervise the conduct of convicted offenders on probation. In an average day I may perform a variety of tasks: prepare and file warrants, testify at revocation hearings, administer drug screens, subpoena witnesses, council probationers, and fee collection.
Address 309 B West Main St Lebanon, TN 37087	July 1996	Present	
Job Title	Hourly Rate/Salary		
Probation Supervisor	Starting	Final	
Supervisor Suzie Hailey	\$8.73 Hourly	N.A.	
Reason for Leaving N.A.			

2 Employer U.S. Marine Corps Reserves		Work Performed	
		Dates Employed	
Telephone (615) 352-3386	From	To	I rank as Corporal and serve in a 60-mm mortar section. I currently head the fire direction center. My job is to receive information from forward observers, then process the information into data that we refer to the mortar guns before firing. As a noncommissioned officer, I supervise my men to ensure they carry out orders and oversee their welfare.
Address 160 White Bridge Rd., Nashville, TN 37209-4597	12/91	Present	
Job Title	Hourly Rate/Salary		
Gunner, 0341	Starting	Final	
Supervisor Captain Shultz	E-1	E-4	
Reason for Leaving N.A.			

3 Employer Cumberland University		Work Performed	
		Dates Employed	
Telephone (615) 444-2562	From	To	I researched many topics for a college professor. The professor would designate the type of information needed and I would go to various college campuses and gather all available information concerning that subject. I also prepared various video cassette recordings used as aids to the professor's lectures.
Address Lebanon, TN 37087	08/93	05/96	
Job Title	Hourly Rate/Salary		
Work Study Program, Research Assistant	Starting	Final	
Supervisor Dr. John Markert	\$5.00 Hourly	\$5.00 Hourly	
Reason for Leaving Graduated			

4 Employer Larry Bennett		Work Performed	
		Dates Employed	
Telephone (615) 449-5935	From	To	I worked as a general laborer that recovered the roofs of houses. The job consisted of the removal and replacement of asphalt shingles.
Address 1128 Chicken Road Lebanon, TN 37087	June 1995	August 1995	
Job Title	Hourly Rate/Salary		
Laborer	Starting	Final	
Supervisor Larry Bennett	\$8.00 Hourly	\$8.00 Hourly	
Reason for Leaving Summer Employment			

If you need additional space, please continue on a separate sheet of paper.

**Special Skills and Qualifications**

Summarize special skills and qualifications acquired from employment and other experience.

I have a working knowledge of the criminal justice system. I am familiar with how cases are built, and processed through the courts. Through my experience in the military, I have worked with many firearms and know proper safety and usage. I am CPR certified through October 1998.

**Education**

	Elementary	High School	College/University	Grad/Profess
School Name	Celina K-8	Celina High	Cumberland University	N.A.
Years Completed	4 5 6 7 {8}	9 10 11 (12)	1 2 3 (4)	N.A.
Diploma or Degree		Standard	Bachelor of Arts	N.A.
Course of Study		General Curriculum	Criminal Justice, Public Administration	N.A.
Describe specialized training, apprenticeship, skills and extra-curricular activities.	USMC School of Infantry. JOTB Jungle Warfare School, Panama, Central America. USMC Small Unit Leaders Supporting Arms Overview Course.			

**Honors Received: State any additional information you may feel may be helpful to us in considering your application.**

Cumberland University's Deans List:1995 and 1996. Awarded Noncommissioned Officer of the Quarter: fourth quarter 1996. Meritorious Mast on the ninth day of September 1994, conducted by C.A. Roosa, Major, USMCR Commanding. Five consecutive first class physical fitness awards. Four expert awards for rifle shooting ability. All-district defensive linebacker 1990, Celina High School, Celina, Tennessee 38551

**APPLICANT'S STATEMENT**

I hereby affirm that the information provided on this application (and accompanying resume, if any) is true and complete to the best of my knowledge. I understand that falsified information or significant omissions may disqualify me and my application from further consideration for employment and may be considered justification for dismissal if discovered at a later date.

I authorize persons, schools, and my current employer (if applicable), and previous employers and organizations named in this application ( and accompanying resume, if any) to provide any relevant information that may be required to arrive at an employment decision.

*Samuel J. Swadwell*  
Applicant's Signature

12/17/96  
Date