



## **CITY OF TULLAHOMA**

### **CITIZENS ACADEMY**

### **Enrollment Application**

**PURPOSE:** The Tullahoma Citizens Academy (TCA) provides an opportunity for citizens to learn firsthand about department operations. Through a series of lectures, field trips, and simulated activities, citizens are provided training like that of an actual city employee. The TCA is beneficial to the community and the department because it builds relationships and creates a group of citizens who are better informed about the responsibilities of the City.

**FORMAT:** The TCA runs for five weeks, with most classes held 6-8 PM on Thursday nights. Instruction is provided by City personnel.

**LOCATION:** Unless otherwise specified, classes are conducted at the City of Tullahoma facilities listed on the schedule.

#### **SAMPLE CURRICULUM:**

- ✓ Overview of City Department Operations and Organization
- ✓ Site Visits to City Facilities
- ✓ Firsthand Experiences with City Officials
- ✓ Review of City Services

**QUALIFICATIONS FOR PARTICIPATION:** Must be at least 18 years old. Applicant must either reside or work in the City of Tullahoma and must pass a criminal history background check.

**PLEASE READ CAREFULLY BEFORE PROCEEDING:** Due to the sensitivity and classified nature of the material that will be shared with you during the TCA, it is essential that each TCA applicant complete this application thoroughly and truthfully. It is imperative to the security of our agency that each class member is of good moral and legal standing. This form must be typewritten or printed in ink. All questions must be answered, if applicable. If not, indicate N/A (not applicable). Incomplete and illegible applications will not be considered. If space provided is not sufficient for complete answers, or you wish to furnish additional information, attach additional sheets to this form and refer to the question answered. The information you provide in this application will remain confidential. You are responsible for obtaining correct addresses, including street address, state, and zip code.

**CONTACT INFORMATION:** The Citizens Academy is coordinated by the City of Tullahoma, Office of the City Administrator. Please send written inquiries to Jordan Wilkins at [jwilkins@tullahomatn.gov](mailto:jwilkins@tullahomatn.gov) or call (931) 455-2648 for additional information.

## CITIZENS ACADEMY APPLICATION

**APPLICANT MUST BE 18 YEARS OF AGE TO APPLY. INCOMPLETE AND/OR UNSIGNED APPLICATIONS WILL NOT BE CONSIDERED. PLEASE PRINT OR TYPE.**

Name: \_\_\_\_\_

Phone # \_\_\_\_\_ e-mail address \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Race: \_\_\_\_\_ Sex: \_\_\_\_\_ Date of Birth \_\_\_\_\_

### **EMPLOYMENT INFORMATION:**

List information regarding your current job (list retired, unemployed, etc., if applicable)

Current Employer (Name): \_\_\_\_\_

Position / Job Title: \_\_\_\_\_

**EMERGENCY CONTACT:** Please list the name, address and contact information for someone that we may contact on your behalf in case of emergency

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Relationship: \_\_\_\_\_ Phone#: \_\_\_\_\_

Before signing this form, please ensure that all the information you have disclosed to the City of Tullahoma is accurate and truthful. If you are unsure of any questions, please make sure that you clarify it with city staff prior to signing this document. Any misrepresentation given by any applicant will result in the denial of the applicant's request to participate in the Citizens Academy. We ask that you provide, without omission whatsoever, any and all information requested.

I, the undersigned, certify that the information provided is true and accurate to the best of my knowledge.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Return the completed application to:**

City of Tullahoma  
ATTN: Office of the City Administrator  
201 W Grundy Street  
P.O. Box 807  
Tullahoma, TN 37388

**CITY OF TULLAHOMA CITIZENS ACADEMY SCHEDULE**

**Session 1**

**Date:** September 1, 2022

**Location:** Tullahoma Police Department

**Departments:**

Police- Jason Williams

Fire- Kenneth Pearson

**Session 2**

**Date:** September 8, 2022

**Location:** Tullahoma Municipal Building

**Departments:**

Administration- Jennifer Moody

Finance- Sue Wilson

Recorder- Rosemary Golden

Human Resources- Casta Brice

Information and Technology- David Jernigan

**Session 3**

**Date:** September 15, 2022

**Location:** C.D. Stamps Community Center

**Departments:**

Parks and Recreation- Dave Anderson

Public Works- Butch Taylor

**Session 4**

**Date:** September 22, 2022

**Location:** Tullahoma Airport

**Departments:**

Airport- Jon Glass

Tullahoma Area Economic Development Corporation- Winston Brooks

Planning - Mary Samaniego

Building Codes- Emad Alawenah

**Session 5**

**Date:** September 29, 2022

**Location:** D.W. Wilson Community Center

**Departments:**

Board of Mayor and Aldermen