

**THE UNIVERSITY OF TENNESSEE**  
**APPLICATION FOR EMPLOYMENT**



Date of Application: \_\_\_\_\_

For HR Use Only

Applicant No. \_\_\_\_\_

Position number and title:

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

Please check all applicable options:  Full-time  Part-time  Temporary Date available: \_\_\_\_\_

Name: \_\_\_\_\_  
Last First Middle Initial

( )  
Primary Phone No.,  
Including Area Code

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

( )  
Alternate Phone No.,  
Including Area Code

E Mail Address: \_\_\_\_\_

Other Contact: \_\_\_\_\_  
Name

( )  
Phone Number, including Area Code

Address

To aid in our verification efforts, list any other names used while employed, e.g., maiden name, legal name changes, etc.: \_\_\_\_\_

Previous UT or State employee?  Yes  No If yes, please give dates and department/agency:

\_\_\_\_\_

Previous Federal employee?  Yes  No If yes, please give dates and department/agency:

\_\_\_\_\_

Relatives working for UT:

Name

Department

Relationship

Name

Department

Relationship



**Employment:** List present or most recent employment first. List all employment experience including military and volunteer service. Show employment history for the past ten years or from the time you left school (if employed less than ten years). You may attach supporting documents (resume, letters of reference, etc.). If you choose to attach a resume, you may use (See Resume) in the job title and duties section. This information will be used in reference checks necessary for further consideration. Failure to answer all items in the following section may eliminate you from further consideration. If necessary, please attach a supplement page for listing additional employment history.

### EMPLOYMENT HISTORY

|                                  |                                |    |
|----------------------------------|--------------------------------|----|
| Employer                         | Telephone, including area code |    |
| Address                          | Salary                         |    |
| Job Title and Duties             | Employed (month and year) FROM | TO |
| Name of Supervisor               | Reason for Leaving             |    |
| May we contact: Yes ____ No ____ |                                |    |
|                                  |                                |    |
| Employer                         | Telephone, including area code |    |
| Address                          | Salary                         |    |
| Job Title and Duties             | Employed (month and year) FROM | TO |
| Name of Supervisor               | Reason for Leaving             |    |
|                                  |                                |    |
| Employer                         | Telephone, including area code |    |
| Address                          | Salary                         |    |
| Job Title and Duties             | Employed (month and year) FROM | TO |
| Name of Supervisor               | Reason for Leaving             |    |
|                                  |                                |    |
| Employer                         | Telephone, including area code |    |
| Address                          | Salary                         |    |
| Job Title and Duties             | Employed (month and year) FROM | TO |
| Name of Supervisor               | Reason for Leaving             |    |
|                                  |                                |    |
| Employer                         | Telephone, including area code |    |
| Address                          | Salary                         |    |
| Job Title and Duties             | Employed (month and year) FROM | TO |
| Name of Supervisor               | Reason for Leaving             |    |

**References:** List three individuals, other than relatives, whom we can contact. They should have knowledge of your work experience and/or education. (Former employers, supervisors, professors, colleagues, etc.)

| Name | Mailing Address and Phone Number | Occupation | Association With You |
|------|----------------------------------|------------|----------------------|
| 1.   |                                  |            |                      |
| 2.   |                                  |            |                      |
| 3.   |                                  |            |                      |

### CERTIFICATION OF APPLICANT

I certify that all answers to the questions in this application are true, and I further understand that any false statement and/or omission in this application and all other accompanying documentation will be sufficient grounds for rejection of the application or termination of employment. I authorize the University to make any and all necessary and appropriate investigations to verify the information contained herein, including criminal records and work experience checks. I also understand prior to employment, I must provide information related to identity and employability. Failure to provide appropriate documentation for verification of employment eligibility (I-9 form) shall result in immediate termination of employment and/or offer of employment.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

All qualified applicants will receive equal consideration for employment without regard to race, color, national origin, religion, sex, pregnancy, marital status, sexual orientation, age, physical or mental disability, or covered veteran status.

Eligibility and other terms and conditions of employment benefits at The University of Tennessee are governed by laws and regulations of the State of Tennessee, and this non-discrimination statement is intended to be consistent with those laws and regulations.

In accordance with the requirements of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, The University of Tennessee affirmatively states that it does not discriminate on the basis of race, sex, or disability in its education programs and activities, and this policy extends to employment by the University.

Inquiries and charges of violation of Title VI (race, color, national origin), Title IX (sex), Section 504 (disability), A.D.A. (disability), Age Discrimination in Employment Act (age), sexual orientation, or veteran status should be directed to the Office of Equity and Diversity (OED), 1840 Melrose Avenue, Knoxville, TN 37996-3560, telephone (865) 974-2498 (V/TTY available) or 974-2440. Requests for accommodation of a disability should be directed to the ADA Coordinator at the Office of Equity and Diversity.