

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: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary Date available: _____ | |

| | |
|---|--|
| Name: _____ | |
| <div style="display: flex; justify-content: space-between;"> Last First Middle Initial </div> | Social Security Number |
| Mailing Address: _____ | () _____ Primary Phone No., Including Area Code |
| _____ | () _____ 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? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please give dates and department/agency: _____ | |
| Previous Federal employee? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please give dates and department/agency: _____ | |
| Relatives working for UT: | |
| _____ | _____ |
| Name | Department |
| _____ | Relationship |
| Name | Department |
| _____ | Relationship |

Please identify how you learned of this position and specify the source below:

- Newspaper
 Personal Referral
 Professional Journal
 Job Fair
 Job Line
 Vacancy List
 Internet
 Employment Security
 UT Employee
 Professional Meeting
 Other

Please specify source: _____

EDUCATION

| Name and Location | From Month/Year | To Month/Year | Major/Degree | Did you graduate? |
|------------------------------|--------------------|------------------|--------------|-------------------|
| High School/GED: | | | | |
| Vocational/Technical School: | | | | |
| College/University: | | | | |
| Postgraduate: | | | | |
| Other: | | | | |

Honors: _____

Activities: _____

| | | |
|---|----------------|------------------------------------|
| If applicable for the position applied for, note any current certificate, license (i.e. driver's license), and/or registration: | _____ _____ | Expiration Date: _____ _____ |
|---|----------------|------------------------------------|

Skills: List any skills, training, or other qualifications that you feel are applicable to the position for which you have applied:

Typing WPM _____
 Dictation WPM _____

Specialized word processing or computer-related skills:

Other: _____

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 <input type="checkbox"/> No <input type="checkbox"/> | | |
| | | |
| 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.

Definitions:

"Other Eligible Veterans" means (A) a veteran that served in a "war" such as World War II or (B) those veterans who served in a campaign or on an expedition for which a campaign badge, a service medal, or an expeditionary medal has been awarded.

A "Vietnam Era Veteran" is a person who: (i) served on active duty for a period of more than 180 days, any part of which occurred between February 28, 1961, and May 7, 1975, and was discharged or released from that duty with a discharge other than dishonorable; or (ii) was discharged from active duty for a service-connected disability if any part of such duty was performed between February 28, 1961, and May 7, 1975.

| CAMPAIGN/EXPEDITION | DATES | | ORGANIZATIONS PARTICIPATING | | | | |
|---|----------|----------|-----------------------------|------|--------------|----------------|----------------|
| | START | END | ARMY | NAVY | AIR FORCE | MARINE CORP | COAST GUARD |
| Campaign or Service Medals | | | | | | | |
| American Defense Service | 09/08/39 | 12/07/41 | X | X | -- | X | X |
| Army Occupation of Austria | 05/09/45 | 07/27/55 | X | -- | X | -- | -- |
| Army Occupation of Berlin | 05/09/45 | 10/02/90 | X | X | X | X | X |
| Army Occupation of Germany | 05/09/45 | 05/05/55 | X | X | X | -- | X |
| Army Occupation of Japan | 09/03/45 | 04/27/52 | X | X | X | X | X |
| China Service | 07/07/37 | 09/07/39 | -- | X | -- | X | -- |
| China Service Medal (Extended) | 09/02/45 | 04/01/57 | -- | X | -- | -- | -- |
| Korean Service | 06/27/50 | 07/27/54 | X | X | X | X | X |
| Navy Occupation of Trieste | 05/09/45 | 10/25/54 | -- | X | -- | X | X |
| Navy Occupation of Austria | 05/08/45 | 10/25/55 | -- | X | -- | -- | -- |
| Navy Occupation of Berlin | 05/08/45 | 10/02/90 | -- | X | -- | X | -- |
| Navy Units of the Sixth Fleet | 05/09/45 | 10/25/55 | -- | X | -- | -- | -- |
| SW Asia Service Medal (Desert Shield/Storm) | 08/02/90 | 11/02/95 | X | X | X | X | X |
| Vietnam Service Medal | 07/04/65 | 03/28/73 | X | X | X | X | X |
| Armed Forces Expeditionary Medal (AFEM) | | | | | | | |
| Berlin | 08/14/61 | 06/01/63 | X | X | X | X | X |
| Bosnia and Herzegovina (Joint Endeavor) | 11/20/95 | 12/20/96 | X | X | X | X | X |
| Bosnia and Herzegovina (Joint Guard) | 12/20/96 | Present | X | X | X | X | X |
| Cambodia | 03/29/73 | 08/15/73 | X | X | X | X | X |
| Cambodia Evacuation (Eagle Pull) | 04/11/75 | 04/13/75 | X | X | X | X | X |
| Congo | 07/14/60 | 09/01/62 | X | X | X | X | X |
| Congo | 11/23/64 | 11/27/64 | X | X | X | X | X |
| Cuba | 10/24/62 | 06/01/63 | X | X | X | X | X |
| Dominican Republic | 04/28/65 | 09/21/66 | X | X | X | X | X |
| El Salvador | 01/01/81 | 02/01/92 | X | X | X | X | X |
| Grenada (Urgent Fury) | 10/23/83 | 11/21/83 | X | X | X | X | X |
| Haiti | 09/16/94 | 03/31/95 | X | X | X | X | X |
| Iraq (Northern Watch) | 01/01/97 | Present | X | X | X | X | X |
| Korea | 10/01/66 | 06/30/74 | X | X | X | X | X |
| Laos | 04/19/61 | 10/07/62 | X | X | X | X | X |
| Lebanon | 07/01/58 | 11/01/58 | X | X | X | X | X |
| Lebanon | 06/01/83 | 12/01/87 | X | X | X | X | X |
| Libyan Area (Eldorado Canyon) | 04/12/86 | 04/17/86 | X | X | X | X | X |
| Mayaguez Operation | 05/15/75 | 05/15/75 | X | X | X | X | X |
| Panama (Just Cause) | 12/20/89 | 01/31/90 | X | X | X | X | X |
| Persian Gulf (Earnest Will) | 07/24/87 | 08/01/90 | X | X | X | X | X |
| Persian Gulf | 08/02/90 | 01/02/92 | X | X | X | X | X |
| Persian Gulf (Southern Watch) | 12/01/95 | Present | X | X | X | X | X |
| Persian Gulf (Vigilant Sentinel) | 12/01/95 | 02/15/97 | X | X | X | X | X |
| Persian Gulf Interception Operation | 12/01/95 | Present | X | X | X | X | X |
| Quemoy and Matsu Islands | 08/23/58 | 06/01/63 | X | X | X | X | X |
| Somalia (Restore Hope) | 12/05/92 | 03/31/95 | X | X | X | X | X |
| Taiwan Straits | 08/23/58 | 01/01/59 | X | X | X | X | X |
| Thailand | 05/16/62 | 08/10/62 | X | X | X | X | X |
| Vietnam and Thailand | 07/01/58 | 07/03/65 | X | X | X | X | X |
| Vietnam Evacuation | 04/29/75 | 04/30/75 | X | X | X | X | X |
| Navy Expeditionary Medal and Marine Corp Expeditionary Medal | | | | | | | |
| Cuba | 01/03/61 | 10/23/62 | -- | X | -- | X | -- |
| Indian Ocean/Iran | 11/21/79 | 10/20/81 | -- | X | -- | X | -- |
| Iranian/Yemen/Indian Ocean | 12/08/78 | 06/06/79 | -- | X | -- | X | -- |
| Lebanon | 08/20/82 | 05/31/83 | -- | X | -- | X | -- |
| Liberia (Sharp Edge) | 08/05/90 | 02/21/91 | -- | X | -- | X | -- |
| Libyan Area | 01/20/86 | 06/27/86 | -- | X | -- | X | -- |
| Panama | 04/01/80 | 12/19/86 | -- | X | -- | X | -- |
| Panama | 02/01/90 | 06/13/90 | -- | X | -- | X | -- |
| Persian Gulf | 02/01/87 | 07/23/87 | -- | X | -- | X | -- |
| Rwanda (Distant Runner) | 04/07/94 | 04/18/94 | -- | X | -- | X | -- |
| Thailand | 05/16/62 | 08/10/62 | -- | X | -- | X | -- |

**FAIR CREDIT REPORTING ACT DISCLOSURE
AND AUTHORIZATION TO RELEASE INFORMATION**

DISCLOSURE

In connection with your application for employment at the University of Tennessee, the University may verify information within the application or other materials relating to your application for employment. As part of that verification process, the University will request, from a background check vendor, an investigative consumer report ("Background Check Report") on you as defined in the Fair Credit Reporting Act.

For University purposes, a Background Check Report will consist of a criminal background check, employment verification, education verification, reference check, public records check, driving records check, and professional license check. It will not include a credit check, although information that pertains to your credit may be contained among public records (*i.e.*, bankruptcy filings). The information obtained in the Background Check Report will be utilized only during the initial employment application process. In the event that information from the report is utilized in whole or in part in making an adverse decision, before making the adverse decision, we will provide to you a copy of the Background Check Report and a description in writing of your rights under the Fair Credit Reporting Act, 15 U.S.C. § 1681 *et seq.*

AUTHORIZATION

By my signature below, I expressly authorize and instruct the background check vendor to perform and release to the University a Background Check Report on me at the request of the University in conjunction with my job application. I understand that, to the extent allowed by law, information contained in my job application or otherwise disclosed by me, if any, may be used for the purpose of conducting a background check.

By my signature below, I also authorize the disclosure to the University and/or to the background check vendor of information concerning my employment history, earning history, education, motor vehicle history and standing, criminal history, and all other publicly available information the University deems pertinent by any individual, corporation or other private or public entity, including without limitation the following: employers; learning institutions, including colleges and universities; law enforcement agencies; federal, state and local courts; the military; motor vehicle records agencies; and other public sources. I hereby release and hold the background check vendor and the University, its officers, directors, employees, and trustees harmless from any and all liability with respect to the Background Check Report, investigations, verifications, and/or the use of any information relevant to my employment.

By my signature below, I acknowledge that this Authorization Form, in original, faxed, photocopied or electronic form, will be valid for any reports that may be requested by the University of Tennessee.

Signature of Applicant: _____ Date: _____

Print Full Name: _____ Social Security #: _____ - _____ - _____

Other Names Used (alias, maiden, nickname) _____

Driver's License Number _____ State Issued _____ Date of Birth: ____/____/____

Current Residence Address: _____
(Number & Street) City State Zip

List all Residence Addresses in Past Seven Years (attach additional sheets if necessary)

