# THE UNIVERSITY OF TENNESSEE APPLICATION FOR EMPLOYMENT



Date of Applicati	on:			For HR Use Only Applicant No.
Position number a	and title:			
Please check all a	applicable options:	☐ Full-time ☐	Part-time    Tem	porary Date available:
	of the			
Name:	Fire	st	Middle Initial	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			
		3 <del>5</del> 3	850	oyed, e.g., maiden name, legal name
			If yes, please	give dates and department/agency:
Previous Federal	employee?	□ Yes □ N	o If yes, please	give dates and department/agency:
Relatives working	ng for UT:			
Name		Departme	nt	Relationship
Name		Departme	nt	Relationship

Please identify how y  Newspaper	Personal Referral	☐ Professional Jou	_	Fair	☐ Job Lii	ne	
☐ Vacancy List	☐ Internet	Employment Se		_		☐ Professional Meeting	
☐ Other							
Please specify source	::						
Nama	and Location	EDUCATIO	N To	Major	r/Degree	Did you	
	and Location	Month/Year	Month/Year			graduate?	
High School/GED:							
Vocational/Technical	School:						
College/University:				<del></del>			
Postgraduate:				· · ·	<del></del>		
Other:							
Honors:							
Activities:							
If applicable for the position	on applied for, note any			Ex	piration Date:		
current certificate, license and/or registration:	(i.e. driver's license),	····		$- \mid -$			
	aining, or other qualifications	that you feel are applicable	_		ave applied:		
Specialized word processi	ng or computer-related skills:						
					···-		
T .							

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

CERTIFI	CATION	OF ADDI	ICANT

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.

## THE UNIVERSITY OF TENNESSEE EQUAL EMPLOYMENT OPPORTUNITY SELF-IDENTIFICATION FORM

The University of Tennessee Knoxville area units are committed to equal employment opportunity and affirmative action. The University of Tennessee is required by the U.S. Department of Labor to request and maintain the following data on all applicants for employment with the University. This information will be used for statistical summaries of employment practices, and to monitor the University's compliance with equal employment opportunity and affirmative action requirements. Your voluntary return of this form in the enclosed postage-paid envelope is encouraged.

1.	SPECIFIC POSI	TION APPLIED FOR:				
2.	HIRING DEPAR	TMENT OR OFFICE:				
3.	NAME OF APPL	ICANT:				
4.	GENDER:	Male Female				
5.	ETHNICITY:	Hispanic or Latino				
		Not Hispanic or Latino				
6.	RACE:	American Indian/Alaskan N	ative	_		
		Asian		<del></del>		
		Black or African American		_		
		Caucasian		_		
		Native Hawaiian/Pacific Isla	inder			
7.	VETERAN STAT	US (Check only if applicab	le):			
	Vietnam Era Vet	eran (February 28, 1961 - Ma	ay 7, 1975):			
_	_	teran: Please	list war, campa	aign or expedition	(1	see reverse side for list)
8.		OSITION INFORMATION:				
		e did you learn of this positio				
	If by advertiseme	ent, please name publication.				
For Off	ice Use:					
Hiring	Department/Of	fice:				
Requis	ition Number:					
Positio	on Title and Pos	ition Number:				

Return to:

Human Resources – Employment 221 Conference Center Bldg. Knoxville, TN 37996-4125

TO BE COMPLETED BY APPLICANT:

#### 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	DAT START	T <b>ES</b> END	ARMY	ORGANIZ NAVY	ATIONS P AIR FORCE	ARTICIPA MARINE CORP	
Campaign or Service Medals		10/07/14	v			v	v
American Defense Service	09/08/39	12/07/41	X X	X	X	Х	X
Army Occupation of Austria Army Occupation of Berlin	05/09/45 05/09/45	07/27/55 10/02/90	x	×	x	 X	 X
Army Occupation of Germany	05/09/45	05/05/55	â	â	x		x
Army Occupation of Japan	09/03/45	04/27/52	x	x	x	X	â
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	Х	X
Navy Occupation of Trieste	05/09/45	10/25/54		X	-	X	Х
Navy Occupation of Austria	05/08/45	10/25/55	-	X	-	-	**
Navy Occupation of Berlin	05/08/45	10/02/90		X X	_	X 	
Navy Units of the Sixth Fleet SW Asia Service Medal	05/09/45	10/25/55		^	_	_	_
(Desert Shield/Storm)	08/02/90	11/02/95	x	Х	Х	Х	х
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	х	Х	Х	Х	Х
Bosnia and Herzegovina							
(Joint Endeavor)	11/20/95	12/20/96	X	X	Х	X	X
Bosnia and Herzegovina (Joint Guard)	12/20/96	Present	X	Х	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 X	X X	X X
Congo Cuba	11/23/64 10/24/62	11/27/64 06/01/63	â	â	â	â	â
Dominican Republic	04/28/65	09/21/66	â	â	x	x	â
El Salvador	01/01/81	02/01/92	â	x	â	x	Х
Grenada (Urgent Fury)	10/23/83	11/21/83	X	X	X	X	Х
Haiti	09/16/94	03/31/95	X	X	Х	X	Х
Iraq (Northern Watch)	01/01/97	Present	X	X	х	Х	Х
Korea	10/01/66	06/30/74	X	X	X	Х	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 X	X X	X X
Lebanon Libyan Area (Eldorado Canyon)	06/01/83 04/12/86	12/01/87 04/17/86	x	x	x	x	x
Mayaquez Operation	05/15/75	05/15/75	â	â	â	x	â
Panama (Just Cause)	12/20/89	01/31/90	â	â	â	x	Х
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	Х	X
Persian Gulf (Southern Watch)	12/01/95	Present	X	×	X	Х	Х
Persian Gulf (Vigilant Sentinel)	12/01/95	02/15/97	X	Х	Х	Х	Х
Persian Gulf Interception	40/04/05	Present	v	v	V	v	v
Operation Quemoy and Matsu Islands	12/01/95 08/23/58	06/01/63	X X	X X	X X	X X	X X
Somalia (Restore Hope)	12/05/92	03/31/95	â	â	â	â	â
Taiwan Straits	08/23/58	01/01/59	â	x	x	â	â
Thailand	05/16/62	08/10/62	â	â	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	х	X	Х	Х	Х
Navy Expeditionary Medal and Marine Corp Expeditionary Medal							
Cuba	01/03/61	10/23/62	••	X	-	X	
Indian Ocean/Iran Iranian/Yemen/Indian Ocean	11/21/79	10/20/81	-	X	-	X	
Lebanon	12/08/78 08/20/82	06/06/79 05/31/83		X X	-	X X	
Liberia (Sharp Edge)	08/05/90	02/21/91	-	â	_	â	
Libyan Area	01/20/86	06/27/86		â		x	
Panama	04/01/80	12/19/86		X		Х	
Panama	02/01/90	06/13/90	-	X		X	
Persian Gulf	02/01/87	07/23/87	-	X	-	X	-
Rwanda (Distant Runner) Thailand	04/07/94 05/16/62	04/18/94 08/10/62		X X		X X	
THAIRM	03/10/02	JOI 10/02		^		^	

### 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	e)				
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)

(Date from – to)	(Number & Street)	City	State	Zip			
(Date from - to)	(Number & Street)	City	State	Zip			
(Date from – to)	(Number & Street)	City	State	Zip			
(Date from – to)	(Number & Street)	City	State	Zip			
(Date from - to)	(Number & Street)	City	State	Zip			
PLEASE SUPPLY THI	E FOLLOWING SCHOOL INFOR	RMATION (HIGHEST D	EGREE EAR	NED): N/A □			
SCHOOL:		CITY/STATI	3:				
DEGREE:		_ DEGREE STATUS: _					
DATES ATTENDED:	(Start Month / Year)	(End Mon	th / Year)				
	ADDITIONAL STAT	E LAW NOTICES					
requested, the name and as us, within 5 business days designated to handle inqui You also have the right, us For New York Applicant You have the right, upon the state of the	informed whether or not an investigati ddress of the consumer reporting agency of our receipt of your request, the nam ries for the consumer reporting agency ander Maine law, to request and prompt	ey furnishing the report. You e, address and telephone nu issuing an investigative couly receive from all such age ther or not a consumer repor	u may request a mber of the nea nsumer report concies copies of a twas requested.	nd receive from rest unit oncerning you. any reports.			
For California Applicants Only You may view the file maintained on you by TrueScreen during normal business hours. You may also obtain a copy of this file upon submitting proper identification and paying the costs of duplication services, by appearing at TrueSCreen's offices in person, during normal business hours and on reasonable notice, or by mail; you may also receive a summary of the file by telephone. TrueScreen has trained personnel available to explain your file to you, including any coded information. If you appear in person, you must be accompanied by one other person, provided that person furnishes proper identification.  For Minnesota, Oklahoma and California Applicants Only: In connection with your application for employment, your							
investigative consumer rep	port may be obtained and reviewed. Unit investigative consumer report by checking the constant constant by checking the constant by ch	nder California, Minnesota	and Oklahoma la				
YES, I am a California resident and would like a free copy of my investigative consumer report.  YES, I am a Minnesota resident and would like a free copy of my consumer report.  YES, I am an Oklahoma resident and would like a free copy of my consumer report.							