

THE UNIVERSITY OF TENNESSEE

Human Resources

221 Conference Center Building

Knoxville, TN 37996-4125

Phone (865) 974-6642 (TDD/TTY available) Job Line (865) 974-6644

Internet: <http://uthr.admin.utk.edu>

1. COMPLETING THE APPLICATION

Please type or use a **BLACK** ink pen to complete the employment application and related forms. Your application is the primary source of information used to consider you for job openings. Therefore, you should **complete the application** thoroughly and accurately. **Failure to do so may eliminate you from further consideration.**

2. ADDITIONAL MATERIALS

You may submit a resume, transcript or other related information with the application. In addition, if you are applying for clerical positions, you will be asked to complete a keyboarding exercise. We do not use blanket cut-off scores, and you may repeat the exercise.

3. YOUR APPLICATION

Your application will be reviewed by an employment counselor and given every consideration. Only those applicants whose background and experience most closely match the departments' needs are selected for referral.

Due to time limitations, you may expect to hear from us only if we need additional information, or if you are selected for an interview. (A monthly list of closed positions is available on the Internet at <http://uthr.admin.utk.edu>)

Upon receipt, your application is active for twelve (12) months. Employment should be notified of any changes to your application during the twelve month period, e.g. address or phone number. Please do **NOT** submit a new application if you are interested in other positions within the twelve month period. An update sheet is available for this purpose. Once you have an active application on file with this office, you may phone in your request(s) for consideration for other positions up to a maximum of five in a week.

4. TEMPORARY HELP POOL

The University offers a service for those applicants interested in temporary positions while seeking regular positions. If you are interested in working in the Temporary Help Pool, please let us know.

UT is an EEO/AA/Title VI/Title IX/Section 504/ADA/ADEA institution in the provision of its education and employment programs and services.

In accordance with the Tennessee College and Security Information Act of 1989, the Student Right-to-Know and Campus Security Act, and the Jeanne Clery Act, The University of Tennessee has prepared a report containing campus security policies and procedures, data on campus crimes, and other related information. The Annual Security Report may be viewed at <http://web.utk.edu/~utpolice/stats02.html>. A printed copy of this report may be obtained upon request from the UT Police Department, 1115 UT Drive, Knoxville, TN 37996-2910.