

# THE UNIVERSITY OF TENNESSEE

## APPLICATION FOR EMPLOYMENT



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

Position number and title: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

For HR Use Only  
Applicant No. \_\_\_\_\_

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

|      |       |                |                        |
|------|-------|----------------|------------------------|
| Last | First | Middle Initial | Social Security Number |
|------|-------|----------------|------------------------|

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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 |
| _____ | _____      | _____        |

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<br>Month/Year | To<br>Month/Year | Major/Degree | Did you<br>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:            | _____<br>_____ | Expiration Date:<br>_____<br>_____ |
| <b>Skills:</b> List any skills, training, or other qualifications that you feel are applicable to the position for which you have applied: |                |                                    |
| <input type="checkbox"/> Typing    WPM _____ <input type="checkbox"/> Dictation    WPM _____   |                |                                    |
| Specialized word processing or computer-related skills:  |                |                                    |
| _____<br>_____<br>_____  |                |                                    |
| 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 \_\_\_\_\_

The University of Tennessee does not discriminate on the basis of race, sex, color, religion, national origin, age, disability or veteran status in provision of educational programs and services or employment opportunities and benefits. This policy extends to both employment by and admission to the University. The University does not discriminate on the basis of race, sex or disability in the education programs and activities pursuant to 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 (ADA) of 1990.

Inquiries and charges of violation concerning Title VI, Title IX, Section 504, ADA or the Age Discrimination in Employment Act (ADEA) or any other referenced policies 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, UT Human Resources, 600 Henley Street, Knoxville, TN 37996-4125.

# 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.

### TO BE COMPLETED BY APPLICANT:

1. SPECIFIC POSITION APPLIED FOR: \_\_\_\_\_
2. HIRING DEPARTMENT OR OFFICE: \_\_\_\_\_
3. NAME OF APPLICANT: \_\_\_\_\_
4. GENDER:      Male \_\_\_\_\_ Female \_\_\_\_\_
5. ETHNICITY:    Hispanic or Latino \_\_\_\_\_  
                  Not Hispanic or Latino \_\_\_\_\_
6. RACE:        American Indian/Alaskan Native \_\_\_\_\_  
                  Asian \_\_\_\_\_  
                  Black or African American \_\_\_\_\_  
                  Caucasian \_\_\_\_\_  
                  Native Hawaiian/Pacific Islander \_\_\_\_\_
7. VETERAN STATUS (Check only if applicable):  
Vietnam Era Veteran (February 28, 1961 - May 7, 1975): \_\_\_\_\_  
Other Eligible Veteran: \_\_\_\_\_ Please list war, campaign or expedition \_\_\_\_\_  
(see reverse side for list)
8. SOURCE OF POSITION INFORMATION:  
From what source did you learn of this position? \_\_\_\_\_  
If by advertisement, please name publication. \_\_\_\_\_

|  |
|--|
| <b>For Office Use:</b><br><br><b>Hiring Department/Office:</b><br><br><b>Requisition Number:</b><br><br><b>Position Title and Position Number:</b> |
|--|

**Return to:**  
  
**Human Resources – Employment**  
**221 Conference Center Bldg.**  
**Knoxville, TN 37996-4125**

**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 |
| <u>Campaign or Service Medals</u>                                   |          |          |                             |      |           |             |             |
| 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<br>(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           |
| <u>Armed Forces Expeditionary Medal (AFEM)</u>                      |          |          |                             |      |           |             |             |
| Berlin  | 08/14/61 | 06/01/63 | X                           | X    | X         | X           | X           |
| Bosnia and Herzegovina<br>(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   | 08/01/83 | 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<br>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           |
| <u>Navy Expeditionary Medal and Marine Corp Expeditionary Medal</u> |          |          |                             |      |           |             |             |
| 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           | --          |