

# EMPLOYMENT APPLICATION

## THE UNIVERSITY OF TENNESSEE SPACE INSTITUTE

### Human Resources and Services

411 B. H. Goethert Parkway, MS-11

Tullahoma, TN 37388-9700

Phone (931) 393-7226 (TDD/TTY available) Job Line (931) 393-7268

Internet: <http://personnel.utsi.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.

### 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.

Upon receipt, your application is active for twelve (12) months. Human Resources 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. Once you have an active application on file with this office, you may phone in your request(s) for consideration for other positions.

*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 its 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 of the other above referenced policies should be directed to the Office of Equity and Diversity (OED), 411 B.H. Goethert Parkway, MS-11, telephone (931) 393-7226 (V/TTY available). Requests for accommodation of a disability should be directed to the ADA Coordinator at the UTSI Office of Human Resources, 411 B.H. Goethert Parkway, MS-11, telephone (931) 393-7226 (V/TTY available).*

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 Space Institute has prepared a report containing data on campus crimes and other related information. This report can be viewed and printed from <http://personnel.utsi.edu/PDFs/Crime%20on%20Campus%20UTSI%202008.pdf>.