

The University of Tennessee Space Institute
Application for Employment



Please type or print in black ink:

Position number and title:

Date:

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

Name: _____
Last First Middle Initial Social Security Number

Mailing Address:

()
Primary Phone Number
()
Alternative Phone Number

E-mail Address: _____

Other Contact: _____ ()
Name Phone Number

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: _____

Have you ever been convicted of a criminal offense or do you have criminal charges pending against you? (You may omit minor traffic violations or any offense committed before your 18th birthday, which was processed in a juvenile court.)

Yes _____ No _____

If YES, explain: _____

A conviction does not necessarily disqualify you from being hired.

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: _____ _____
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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 ()
Address	Salary
Job Title and Duties	Employed (month and year) From To
Name of Supervisor May we contact: Yes ___ No ___	Reason for Leaving
Employer	Telephone ()
Address	Salary
Job Title and Duties	Employed (month and year) From To
Name of Supervisor	Reason for Leaving
Employer	Telephone ()
Address	Salary
Job Title and Duties	Employed (month and year) From To
Name of Supervisor	Reason for Leaving
Employer	Telephone ()
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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 Zip Code	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 Space Institute 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 of Tennessee Space Institute 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), Mail Stop 11, University of Tennessee Space Institute, 411 B. H. Goethert Parkway, Tullahoma, TN 37388-9700, Telephone (931) 393-7226. Requests for accommodation of a disability should be directed to the ADA Coordinator at the same address and phone number.

For Office Use Only:

Applicant ID Number: