



Employment Application
Tennessee College of Applied Technology –

Position Applying For:	
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Personal Information:

First Name:	Middle Name:	Last Name:	Maiden Name (If applicable):
Address:	City:	State (enter NA if a non US address):	Zip Code:
Primary Contact Number:	Alternate Contact Number:	Email Address:	Are you legally eligible to work in the U.S.?
Do you have a valid driver's license?	Are you a current or previous employee of the State of Tennessee Board of Regents?	What is the minimum salary you are willing to accept?	Do you have any teaching or administrative experience?
Are you related to a current Tennessee Board of Regents' employee? If so, who is the employee and how are you related?			

Criminal History:

<p>Have you ever been convicted of a misdemeanor or felony crime? A "yes" response will not automatically disqualify an applicant from employment consideration. Each application will be evaluated based on the nature of the crime, when it occurred, and the duties and responsibilities of the position for which you are being considered. If yes, please describe the dates, nature, and circumstances of the crime:</p>	
<p>Because TCA 40-39-211 prohibits sex offenders required to register under TCA Title 40, Chapter 39, Part 2 from knowingly accepting employment within one thousand feet (1,000') of the property line of any public school, private or parochial school, licensed day care center, other child care facility, public park, playground recreation center or public athletic field available for use by the general public, registered sex offenders are not eligible for employment at many TBR institutions. Are you required to register as a sex offenders under TCA Title 40, Chapter 39, Part 2?</p>	

Education Level:

Highest level/degree completed?	If applicable, how many years of experience do you have in your major field?
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Educational Institutions (start with most recent):

Name of School/Institution:	City:	State:	
Major:	Did you graduate?	If yes, what year?	Degree:

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Major:	Did you graduate?	If yes, what year?	Degree:

Employment Experience: (start with the most recent)

Employer Name:	City:	State (enter NA if a non US address):	Begin Date:
End Date: (leave blank if still employed)	Job Title:	Work Performed:	Number of Employees:

Full-Time or Part-Time?	Supervisor Name:	Supervisor Title:	Beginning Salary:
Ending salary:	Reason for Leaving:	May we contact this Employer?	Phone number for Previous Employer?

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Ending salary:	Reason for Leaving:	May we contact this Employer?	Phone number for Previous Employer?

Professional References:

Name of Reference:	Address:	Phone Number:
Email address:		How do you know this reference?

Name of Reference:	Address:	Phone Number:
Email address:		How do you know this reference?

Name of Reference:	Address:	Phone Number:
Email address:		How do you know this reference?

Personal References:

Name of Reference:	Address:	Phone Number:
Email address:		How do you know this reference?

Name of Reference:	Address:	Phone Number:
Email address:		How do you know this reference?

Name of Reference:	Address:	Phone Number:
Email address:		How do you know this reference?

Additional Information:

Please explain any lapses/gaps in employment:	Are you a licensed professional?	List skills by type of equipment/software etc.:	If applicable have you taken a clerical test?:
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Agreement

I verify the accuracy of the information I have provided and acknowledge application materials ARE public record and are therefore subject to inspection upon request by any citizen of the State of Tennessee.

Any employee of the Tennessee Board of Regents or affiliated institution who is not a U.S. citizen must be authorized to work in the United States and will provide the required documentation to complete an Employment Eligibility Verification form I-9 on the first day of employment.

I hereby authorize the Tennessee Board of Regents or affiliated institution to conduct a thorough investigation of my background, including past employment, and agree to cooperate in such investigations. I hereby release from liability all persons, companies, institution, or corporations supplying information requested pursuant to this application.

I further understand that any false answers or statements made by me on this application or any supplement thereto, or in connection with the above mentioned investigations, will be sufficient grounds for immediate discharge. I understand that it is a Class A misdemeanor to misrepresent academic credentials, per T.C.A Sec. 49-7-133.

It is the policy of the Tennessee Board of Regents or affiliated institution to provide employment, training, compensation, promotion and other conditions of employment based on qualifications, without regard to race, color, religion, national origin, gender, age, veteran status, or disability.

A request for reasonable accommodation to enable an employee to perform the essential elements of his or her position, or to enable an applicant for employment to complete the application process, must be initiated by the individual seeking accommodation. Applicants for employment should apply for reasonable accommodation and provide documentation of disability.

BY SIGNING BELOW, I certify that I have read and agree with these statements.

Applicants Signature

Date

The Tennessee College of Applied Technology Crossville does not discriminate on the basis of race, color, religion, ethnic or national origin, sex, disability, age, status as a covered veteran, or genetic information in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Stacy Johnson, Vice President, 910 Miller Avenue, Crossville, TN 38555, 931-484-7502
 stacy.johnson@tcatcrossville.edu or discrimination@tcatcrossville.edu or titleix@tcatcrossville.edu