

PLEASE READ BEFORE APPLYING FOR A POSITION

Human Resources  
**Application Process**  
for Adjunct / Specific Term Faculty Positions



---

Applicants interested in adjunct teaching positions should contact the department of interest directly. **APPLICATIONS WITHOUT ALL REQUIRED MATERIALS ARE INCOMPLETE AND WILL NOT BE CONSIDERED.**

It is a Class A Misdemeanor to misrepresent academic credentials, Tennessee Code Annotated, Sec. 49-7-133.

Applications must have an original signature and must have a current date. All application materials become the property of TTU and will not be returned.

The university is required by federal/state employment reporting regulations to maintain a record of applicant demographic data including gender, race, age, disability, and veteran status. The "Affirmative Action Information" form is provided for this purpose only. Completing and returning this form is optional. All applicants are subject to a background investigation upon being hired, promoted or transferred. A Background Investigation Consent form is enclosed. Applications returned without a completed Background Investigation Consent form will not be considered.

**Required materials:**

- 1) A completed TTU Adjunct/Specific Term Faculty Application
- 2) Current Resume
- 3) Official transcripts from all universities where a degree was conferred. Student issued copies ARE NOT acceptable.

TTU Human Resources  
Derryberry Hall, Room 146  
P.O. Box 5132  
Cookeville, TN 38505-0001

For information relative to job opportunities, contact Human Resources: 931-372-3713  
<http://www.tntech.edu/hr>



Tennessee Tech  
UNIVERSITY

Human Resources

# ADJUNCT / SPECIFIC TERM FACULTY APPLICATION FOR EMPLOYMENT

Tennessee Technological University will hire only United States citizens and aliens lawfully authorized to work in the United States. All new employees will be required to complete an employer's verification form, I-9, within three days of date of hire.

How did you find out about this job opening? (Please be specific)

\_\_\_\_\_

\_\_\_\_\_

Application Date

\_\_\_\_\_

month/day/year

Position applied for \_\_\_\_\_

Department \_\_\_\_\_

Social Security Number

\_\_\_\_\_

Name \_\_\_\_\_  
Last First Middle

Current Address \_\_\_\_\_  
Street City State/Zip Code

E-mail Address \_\_\_\_\_

Home Telephone ( ) - \_\_\_\_\_

Business Telephone ( ) - \_\_\_\_\_

Are you a citizen of the United States? \_\_\_\_ If no, indicate current VISA status \_\_\_\_ Citizenship Country \_\_\_\_\_  
Have you ever worked for this university? \_\_\_\_ If yes, please list job title(s) and dates of employment.

Do you have the ability to perform all job-related functions of the position for which you are applying? \_\_\_\_\_  
If no, please explain \_\_\_\_\_

Have you ever been convicted of or plead guilty to a felony or misdemeanor? \_\_\_\_ An affirmative response will not necessarily be a bar to employment. Factors such as age at the time of conviction, duties of position sought, elapsed time, seriousness, nature and rehabilitation will be taken into account.  
If yes, describe \_\_\_\_\_

I certify that all answers and statements herein contained and all other accompanying documentation are true to the best of my knowledge and belief. I understand that any misstatement or concealment of material facts will subject me to disqualification before appointment or dismissal after appointment. I consent to references and former employers being contacted regarding this application. I have signed and included the BACKGROUND INVESTIGATION CONSENT FORM.

Signature of Applicant

Date

### WE ARE AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER.

We comply with Titles VI and VII of the Civil Rights Act of 1964, as amended; the Equal Pay Act of 1963, as amended; the Age Discrimination in Employment Act of 1967, as amended; the Age Discrimination Act of 1975; the Pregnancy Discrimination Act; the Rehabilitation Act of 1973; the Vietnam Era Veterans' Readjustment Assistance Act of 1974; Title IX of the Educational Amendments of 1972; and the Americans with Disabilities Act of 1990. Any inquiries or charges of violation concerning the application of these policies should be directed to the TTU Affirmative Action Office, Derryberry Hall, Rm. 305, P.O. Box 5164, Cookeville, TN 38505-0001. Requests for accommodation of a disability should be directed to Human Resource Services at 931-372-3034.

*It is the policy of Tennessee Technological University to provide equal opportunity in employment without regard to race, religion, color, national origin, disability (where the person with a disability is qualified), status as a qualified disabled veteran or veteran of the Vietnam era, age, or sex, except where sex or age is a bona fide occupational qualification. Applicants who do not fully meet the minimum qualifications will not be considered.*

Please mail or deliver (DO NOT FAX) this application according to the application procedure on the position announcement/advertisement.

TTU Human Resources, Derryberry Hall, Room 146, P.O. Box 5132  
Cookeville, TN 38505-0001. Call (931) 372-3034 for more information.  
A Constituent University of the Tennessee Board of Regents



**INFORMATION FOR PROCESSING OF BACKGROUND SCREEN REPORTS ONLY**  
**(to be used for no other purposes)**

Full Name \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Social Security #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Driver's License Number: \_\_\_\_\_ State of Issue: \_\_\_\_\_

Current Residence Address: \_\_\_\_\_  
(Number and Street)

\_\_\_\_\_  
City State Zip Code

List all Residence Addresses in Past Seven Years (attach additional sheets if necessary)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please supply the following education information:

What was your name at the time of degree receipt? \_\_\_\_\_