

PLEASE READ BEFORE APPLYING FOR A POSITION

Human Resources
Application Process
for Temporary Positions



It is imperative that information relative to education be complete. 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.**

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/jobs>



Tennessee Tech
UNIVERSITY
Human Resources

TEMPORARY POSITIONS 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)

Position applied for _____

Desired Shift _____ Day _____ Night _____ Either

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 _____

Will you accept temporary employment for 6 months? _____ 4 months? _____ 1 month? _____

*A typing test is **REQUIRED** for most clerical positions. If you do not have an official typing score on file (kept on file for five years), please call the UpperCumberland Career Center at 931-520-8733 or your local Labor & Workforce Development office to schedule an appointment.*

FOR HR OFFICE USE			
Typing Score:	WPM	Errors	Date
Initials:			

Education, Skills and Experience

Answer carefully and completely. If applying for a position requiring a college degree, elementary and high school data may be omitted. If hired, official transcripts for postsecondary education will be required.

Type of School	Indicate Grade/Hours Completed	Attendance Dates		Major Subjects	Certificate, diploma or degree received and date received	Name and Location (city/state) of School
		From (mm/yr)	To (mm/yr)			
Elementary School						
High School						
Business/Trade School						
College/University						
Master's/Doctorate						
Other (Specify)						

Skills:

CERTIFICATIONS & LICENSES: Check professions you are currently certified/licensed to practice in this state.

- | | | |
|---|---|---|
| <input type="checkbox"/> Attorney | <input type="checkbox"/> Electrician | <input type="checkbox"/> Mechanic (_____) |
| <input type="checkbox"/> Boiler Operator | <input type="checkbox"/> Engineer (_____) | <input type="checkbox"/> Notary Public |
| <input type="checkbox"/> Certified Data Processor | <input type="checkbox"/> Law Enforcement (Police Academy) | <input type="checkbox"/> Pipe Fitter |
| <input type="checkbox"/> CFC Certification (_____) | <input type="checkbox"/> Librarian | <input type="checkbox"/> Plumber |
| <input type="checkbox"/> Chauffeur | <input type="checkbox"/> Licensed Physician's Assistant | <input type="checkbox"/> Teacher (_____) |
| <input type="checkbox"/> Commercial Pest Control Operator License | <input type="checkbox"/> Locksmith | <input type="checkbox"/> Other (_____) |
| <input type="checkbox"/> CPA (Certified Public Accountant) | <input type="checkbox"/> LPN (Licensed Practical Nurse) | <input type="checkbox"/> Other (_____) |
| <input type="checkbox"/> CPS (Certified Professional Secretary) | <input type="checkbox"/> Mason | <input type="checkbox"/> Other (_____) |

Do you possess a valid **Tennessee Driver's License**? Yes No and/or **Commercial Driver's License**? Yes No

Please check all job-related skills.

- | | | | |
|---|---|--|---|
| <input type="checkbox"/> Air Conditioning/Heating | <input type="checkbox"/> Cooking | <input type="checkbox"/> Lawn Mowers | <input type="checkbox"/> Computer. List all software experience.

_____ |
| <input type="checkbox"/> Auto Mechanic Tools | <input type="checkbox"/> Dump Truck | <input type="checkbox"/> Laboratory Equipment | |
| <input type="checkbox"/> Backhoe | <input type="checkbox"/> Electronics | <input type="checkbox"/> Machinist Tools | |
| <input type="checkbox"/> Boiler | <input type="checkbox"/> Electrician Tools | <input type="checkbox"/> Painting | |
| <input type="checkbox"/> Book Binding | <input type="checkbox"/> Fax Machine | <input type="checkbox"/> Photography | |
| <input type="checkbox"/> Bookkeeping | <input type="checkbox"/> Firearms | <input type="checkbox"/> Printing Press (offset) | |
| <input type="checkbox"/> Buffer | <input type="checkbox"/> Foreign Language (_____) | <input type="checkbox"/> Print Finishing | |
| <input type="checkbox"/> Bush Hog | <input type="checkbox"/> Hedge Trimmers | <input type="checkbox"/> Plumbing Tools | |
| <input type="checkbox"/> Calculator | <input type="checkbox"/> Jack Hammer | <input type="checkbox"/> Switchboard | |
| <input type="checkbox"/> Cash Register | <input type="checkbox"/> Landscaping | <input type="checkbox"/> Tractors | |
| <input type="checkbox"/> Carpenter Tools | | <input type="checkbox"/> Typing | |

***Work Experience:** If resume provided, information below may be omitted.

May we contact your present employer? Yes No If no, please explain _____

Dates Month & Year	Employer's Name & Address	Job Title	Supervisor's Name	Rate of Pay
From:				
To:				
Duties and responsibilities:				

Dates Month & Year	Employer's Name & Address	Job Title	Supervisor's Name	Rate of Pay
From:				
To:				
Duties and responsibilities:				

Dates Month & Year	Employer's Name & Address	Job Title	Supervisor's Name	Rate of Pay
From:				
To:				
Duties and responsibilities:				

*Attach additional sheet if necessary.

References:

Please list three people you wish to give as professional references and indicate when they may be contacted.

Name	Position	Company Name/ Location	Phone	Best Time to Contact
1.				
2.				
3.				

Professional organizations, honors and publications:

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



You may mail or deliver (DO NOT FAX) this application to:

**TTU Human Resources
Derryberry Hall, Room 146
P.O. Box 5132
Cookeville, TN 38505-0001
(931) 372-3034
<http://www.tntech.edu/jobs>**

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.

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? _____