

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 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.

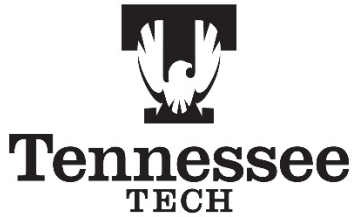
The university is required by federal/state employment reporting regulations to maintain a record of applicant demographic data including gender, race, age, disability, and veteran status. The "Affirmative Action Information" form is provided for this purpose only. Completing and returning this form is optional. All applicants are subject to a background investigation upon being hired, promoted, or transferred.

TTU Human Resources
Derryberry Hall, Room 156
P.O. Box 5132
Cookeville, TN 38505-0001.

For information relative to job opportunities, contact Human Resources: (931) 372-3034.

A Constituent University of the Tennessee Board of Regents

<http://jobs.tntech.edu>



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, by first day of work for pay.

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

Position applied for _____

Department _____

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 _____

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 offender under TCA Title 40, Chapter 39, Part 2? Yes ___ No ___

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.

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. Tennessee Tech University is an AA/EEO employer and does not discriminate on the basis of race, color, religion, ethnic or national origin, sex, disability, age (40 and over), status as a protected veteran, genetic information or any other category protected by federal or state law. Inquiries regarding the nondiscrimination policies should be directed to equity@tntech.edu. Requests for accommodation of a disability should be directed to Human Resources at 931-372-3034.



**TENNESSEE BOARD OF REGENTS
EQUAL EMPLOYMENT OPPORTUNITY INFORMATION REQUEST**

POSITION DESIRED _____

INSTITUTION _____

As a government contractor, the Tennessee Board of Regents is subject to Executive Order 11246, as amended; Section 402 of the Vietnam Era Veterans Readjustment Assistance Act of 1974; and Section 503 of the Rehabilitation Act of 1973. ALL of these require government contractors to take Affirmative Action in the employment process.

We request your voluntary completion of the following questionnaire to be used ONLY for the purpose of monitoring the success of our Affirmative Action Plan. This information will not be used to discriminate against or show preference for any application in the hiring decision. Your immediate attention is requested.

NAME: _____ GENDER: Female Male

BIRTH DATE: _____

CITIZENSHIP: United States Citizen OTHER: (list) _____

1. Do you consider yourself to be Hispanic, Latino or of Spanish Origin? *

- Yes
 No

*The term "Hispanic or Latino or Spanish Origin" is defined as a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

2. In addition, select *one or more* of the following racial categories to describe yourself:

- | | |
|--|--|
| <input type="checkbox"/> White | <input type="checkbox"/> Black or African American |
| <input type="checkbox"/> Asian | <input type="checkbox"/> American Indian |
| <input type="checkbox"/> Alaska Native | <input type="checkbox"/> Native Hawaiian or Other Pacific Islander |

Racial Category Definitions

- White - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa
- Black or African American - A person having origins in any of the Black racial groups of Africa
- Asian - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam
- American Indian or Alaska Native - A person having origins in any of the original peoples of North and South America (including Central America), and who maintains a tribal affiliation or community attachment
- Native Hawaiian or Other Pacific Islander - A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands

Applicant Name: _____ Date: _____