

**PLEASE READ BEFORE APPLYING FOR A POSITION**

Human Resources  
**Application Process**  
for Temporary Positions



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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.

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

**For information relative to job opportunities, contact Human Resources: 931-372-3034**  
<https://jobs.tntech.edu>



# Tennessee TECH

## 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, no later than the first day of work for pay.

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

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

Application Date

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

\_\_\_\_\_  
*month/day/year*

Desired Shift \_\_\_\_\_Day \_\_\_\_\_Night \_\_\_\_\_Either

Social Security Number

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

\_\_\_\_\_  
*Enter the last four digits only*

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

Email Address \_\_\_\_\_

Home Telephone \_\_\_\_\_ Cell Phone \_\_\_\_\_ 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 \_\_\_\_\_

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

# Education, Skills and Experience

Answer carefully and completely. If hired, official transcripts for postsecondary education will be required.

Type of School	Indicate Grade/Hours Completed	Major Subjects	Certificate, diploma or degree received and date received	Name and Location (city/state) of 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.)

Attorney	Electrician	Mason
Boiler Operator	Engineer (_____)	Mechanic (_____)
Certified Data Processor	Law Enforcement (Police Academy)	Notary Public
CFC Certification (_____)	Librarian	Pipe Fitter
Commercial Pest Control Operator License	Licensed Physician's Assistant	Plumber
CPA (Certified Public Accountant)	Locksmith	Teacher (_____)
CPS (Certified Professional Secretary)	LPN (Licensed Practical Nurse)	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.

Air Conditioning/Heating	Dump Truck	Lawn Mowers	Computer: List all software experience: _____ _____ _____
Auto Mechanic Tools	Foreign Language (_____)	Machinist Tools	
Backhoe	Laboratory Equipment	Painting	
Boiler	Landscaping	Photography	
Bookkeeping		Plumbing Tools	

# \*Work Experience:

If resume provided, information below may be omitted.

May we contact your present employer? Yes \_\_\_\_\_ No \_\_\_\_\_ If No, please explain \_\_\_\_\_

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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:

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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.



**Tennessee  
TECH**

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  
<https://jobs.tntech.edu>

\_\_\_\_\_  
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 Resources at 931-372-3034.

*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](mailto:equity@tntech.edu). Applicants who do not fully meet the minimum qualifications will not be considered.*



**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: \_\_\_\_\_