



## APPLICATION FOR EMPLOYMENT

### Staff Positions:

HUMAN RESOURCE OFFICE  
P.O. Box 750  
Milligan, TN 37682

### Teaching Positions:

ACADEMIC DEAN  
P.O. Box 52  
Milligan, TN 37682

We consider applications for all positions without regard to race, color, national origin, age, sex, disability status or veteran status or any other legally protected status. To be considered as an official applicant for a position, an Application for Employment must be completed and returned to the Human Resource Office by the application deadline.

### ANSWER ALL QUESTIONS (please print or type)

Submitted for position of \_\_\_\_\_

In the Department of \_\_\_\_\_ Date \_\_\_\_\_

|  |                     |            |                                    |                          |                             |
|--|---------------------|------------|------------------------------------|--------------------------|-----------------------------|
| Last Name  |                     | First Name |                                    | Middle Name              |                             |
| Local Address  | Number              | Street     | City                               | State                    | Zipcode                     |
| Permanent Address<br>(if other than above)   | Number              | Street     | City                               | State                    | Zipcode                     |
| County   | Length of Residence |            | Social Security Number (voluntary) |                          |                             |
| Home Phone   | Cell Phone          |            | Daytime Phone                      |                          |                             |
| E-Mail Address   |                     |            |                                    |                          |                             |
| Are you a citizen of the United States?  |                     |            | Yes                                | <input type="checkbox"/> | No <input type="checkbox"/> |
| If not, do you hold a current visa entitling you to work here?   |                     |            | Yes                                | <input type="checkbox"/> | No <input type="checkbox"/> |
| Do you have relatives currently employed at the College? (This information is required to comply with the College's policy regarding hiring family members.) |                     |            | Yes                                | <input type="checkbox"/> | No <input type="checkbox"/> |
| If yes, please list name(s), relationship, and department.   |                     |            |                                    |                          |                             |
| Have you ever been convicted of a felony or a misdemeanor?   |                     |            | Yes                                | <input type="checkbox"/> | No <input type="checkbox"/> |
| If yes, please explain or discuss  |                     |            |                                    |                          |                             |

**WE CONDUCT VARIOUS BACKGROUND CHECKS ON FINAL CANDIDATES DEPENDING ON POSITIONS BEING FILLED. IF YOU FAIL OR REFUSE TO EXECUTE A DISCLOSURE FORM AND AUTHORIZATION FORM, NO FURTHER CONSIDERATION WILL BE GIVEN TO YOUR APPLICATION FOR EMPLOYMENT.**

| EDUCATIONAL DATA  |      |    |                              |                   |                            |
|---|------|----|------------------------------|-------------------|----------------------------|
| *****A release for an official transcript may be required at a later date*****  |      |    |                              |                   |                            |
| Name and Location   | From | To | Major<br>(area of specialty) | Year<br>Graduated | Diploma/Degree<br>Received |
| High School   |      |    |                              |                   |                            |
|   |      |    |                              |                   |                            |
| College or University   |      |    |                              |                   |                            |
|   |      |    |                              |                   |                            |
| Graduate School   |      |    |                              |                   |                            |
|   |      |    |                              |                   |                            |
| Other (Specify)   |      |    |                              |                   |                            |
| List Professional<br>Certifications/Licenses, Awards,<br>Honors, Professional Memberships,<br>etc.  |      |    |                              |                   |                            |
| Describe any job-related specialized<br>training, apprenticeship, skills and<br>qualifications acquired from<br>employment or other experience. |      |    |                              |                   |                            |

\*\*\*\*\*My present or most recent employer    MAY ☐    MAY NOT ☐    be contacted\*\*\*\*\*

| EMPLOYMENT HISTORY  |  |    |   |
|---|--|----|---|
| Experience: Start with present or most recent employer. If you have a resume, please attach it. |  |    |   |
| Most Recent Employer  | <u>Dates Employed</u><br>From                      To            |    | Description of Your Work and Responsibilities |
| Address   |  |    |   |
| Your Job Title  | <u>Hourly Rate/Salary</u><br>Starting                      Final |    |   |
| Supervisor Name and Title   | \$   | \$ |   |
| Reason for Leaving  |  |    |   |

|                           |  |    |   |
|---------------------------|--|----|---|
| Previous Employer         | <u>Dates Employed</u><br>From                      To            |    | Description of Your Work and Responsibilities |
| Address                   |  |    |   |
| Your Job Title            | <u>Hourly Rate/Salary</u><br>Starting                      Final |    |   |
| Supervisor Name and Title | \$   | \$ |   |
| Reason for Leaving        |  |    |   |
| Employer                  | <u>Dates Employed</u><br>From                      To            |    | Description of Your Work and Responsibilities |
| Address                   |  |    |   |
| Your Job Title            | <u>Hourly Rate/Salary</u><br>Starting                      Final |    |   |
| Supervisor Name and Title | \$   | \$ |   |
| Reason for Leaving        |  |    |   |
| Employer                  | <u>Dates Employed</u><br>From                      To            |    | Description of Your Work and Responsibilities |
| Address                   |  |    |   |
| Your Job Title            | <u>Hourly Rate/Salary</u><br>Starting                      Final |    |   |
| Supervisor Name and Title | \$   | \$ |   |
| Reason for Leaving        |  |    |   |

NOTE: Attach additional sheet if necessary.

I certify that the answers given on this application are true and complete to the best of my knowledge. I understand that, if employed, falsified information, omission of facts on this application, or failure to provide proof of educational requirements shall be considered sufficient cause for dismissal. It is also a Class A misdemeanor to misrepresent academic credentials.

Signature \_\_\_\_\_ Date \_\_\_\_\_