

# THE UNIVERSITY OF TENNESSEE

## APPLICATION FOR EMPLOYMENT



Date of Application: \_\_\_\_\_

Position title and Department: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

For HR Use Only  
Applicant No. \_\_\_\_\_

Please check all applicable options: Full-time\_\_ Part-time\_\_ Temporary\_\_ Date available: \_\_\_\_\_

Name: \_\_\_\_\_

Last	First	Middle Initial	Social Security Number
------	-------	----------------	------------------------

Mailing Address: \_\_\_\_\_ ( ) \_\_\_\_\_

\_\_\_\_\_

Primary Phone No.,  
Including Area Code

\_\_\_\_\_ ( ) \_\_\_\_\_

Alternate Phone No.,  
Including Area Code

E Mail Address: \_\_\_\_\_

Other Contact: \_\_\_\_\_ ( ) \_\_\_\_\_

Name	Phone Number, including Area Code
------	-----------------------------------

\_\_\_\_\_

Address

To aid in our verification efforts, list any other names used while employed, e.g., maiden name, legal name changes, etc.: \_\_\_\_\_

Previous UT or State employee?  Yes  No      If yes, please give dates and department/agency: \_\_\_\_\_

---

Previous Federal employee?  Yes  No      If yes, please give dates and department/agency: \_\_\_\_\_

---

Relatives working for UT:

Name	Department	Relationship
------	------------	--------------

---

Name	Department	Relationship
------	------------	--------------

Please identify how you learned of this position and specify the source below:

- Newspaper       Personal Referral       Professional Journal       Job Fair       Job Line  
 Vacancy List       Internet       Employment Security       UT Employee       Professional Meeting  
 Other

Please specify source: \_\_\_\_\_

### EDUCATION

Name and Location	From Month/Year	To Month/Year	Major/Degree	Did you graduate?
High School/GED:				
Vocational/Technical School:				
College/University:				
Postgraduate:				
Other:				

Honors: \_\_\_\_\_

Activities: \_\_\_\_\_

If applicable for the position applied for, note any current certificate, license (i.e. driver's license), and/or registration:	_____ _____	Expiration Date: _____ _____
---	----------------	------------------------------------

**Skills:** List any skills, training, or other qualifications that you feel are applicable to the position for which you have applied:

Typing    WPM \_\_\_\_\_                      Dictation    WPM \_\_\_\_\_

Specialized word processing or computer-related skills:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Other: \_\_\_\_\_

**Employment:** List present or most recent employment first. List all employment experience including military and volunteer service. Show employment history for the past ten years or from the time you left school (if employed less than ten years). You may attach supporting documents (resume, letters of reference, etc.). If you choose to attach a resume, you may use (See Resume) in the job title and duties section. This information will be used in reference checks necessary for further consideration. Failure to answer all items in the following section may eliminate you from further consideration. If necessary, please attach a supplement page for listing additional employment history.

### EMPLOYMENT HISTORY

Employer	Telephone, including area code	
Address	Salary	
Job Title and Duties	Employed (month and year) FROM	TO
Name of Supervisor	Reason for Leaving	
May we contact: Yes ____ No ____		
Employer	Telephone, including area code	
Address	Salary	
Job Title and Duties	Employed (month and year) FROM	TO
Name of Supervisor	Reason for Leaving	
Employer	Telephone, including area code	
Address	Salary	
Job Title and Duties	Employed (month and year) FROM	TO
Name of Supervisor	Reason for Leaving	
Employer	Telephone, including area code	
Address	Salary	
Job Title and Duties	Employed (month and year) FROM	TO
Name of Supervisor	Reason for Leaving	
Employer	Telephone, including area code	
Address	Salary	
Job Title and Duties	Employed (month and year) FROM	TO
Name of Supervisor	Reason for Leaving	

**References:** List three individuals, other than relatives, whom we can contact. They should have knowledge of your work experience and/or education. (Former employers, supervisors, professors, colleagues, etc.)

Name	Mailing Address and Phone Number	Occupation	Association With You
1.			
2.			
3.			

### CERTIFICATION OF APPLICANT

I certify that all answers to the questions in this application are true, and I further understand that any false statement and/or omission in this application and all other accompanying documentation will be sufficient grounds for rejection of the application or termination of employment. I authorize the University to make any and all necessary and appropriate investigations to verify the information contained herein, including criminal records and work experience checks. I also understand prior to employment, I must provide information related to identity and employability. Failure to provide appropriate documentation for verification of employment eligibility (I-9 form) shall result in immediate termination of employment and/or offer of employment.

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

The University of Tennessee does not discriminate on the basis of race, sex, color, religion, national origin, age, disability or veteran status in provision of educational programs and services or employment opportunities and benefits. This policy extends to both employment by and admission to the University. The University does not discriminate on the basis of race, sex or disability in the education programs and activities pursuant to the requirements of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act (ADA) of 1990.

Inquiries and charges of violation concerning Title VI, Title IX, Section 504, ADA or the Age Discrimination in Employment Act (ADEA) or any other referenced policies should be directed to the Office of Equity and Diversity (OED), 1840 Melrose Avenue, Knoxville, TN 37996-3560, telephone (865) 974-2498 (*V/TTY available*) or 974-2440. Requests for accommodation of a disability should be directed to the ADA Coordinator, UT Human Resources, 600 Henley Street, Knoxville, TN 37996-4125.

## Clyde York 4-H Center Application for 4-H Summer Staff

Please check any position that you would like to be considered for. You may choose more than one. On the back of this sheet, explain why you think you would be the best person for that position.

**\*\*\*Along with your assigned position, you will be required to assist with programming activities and facility prep \*\*\*  
A qualified applicant should be enthusiastic, full of energy, self-starter and enjoy working with children.**

- Concession or Gift Shop Attendant**– These positions include working with money, bookkeeping and reconciling inventory daily.
- Craft House Instructor**– This position includes working with leather, staining and painting, and beads crafts. This position requires reconciliation of inventory on a daily basis.
- Lifeguard** – There are 4 lifeguard positions at the 4-H Center. You must be CPR & First Aid Certified & have a valid Lifeguard Certification (Water Safety Instructor Preferred). Please include a copy of your certification. If not currently certified, we hold a weekend training the first weekend in May!
- Health Rocks Instructor** – This position involves working with grant-based programming to teach youth about drugs, stress and other health related topics.
- Tie-Dye/ Airbrush T-Shirt Instructor**– This position will be tie-dying and air brushing t-shirts with campers. This position requires reconciliation of inventory on a daily basis.
- Wildlife Instructor**– This position facilitates programming that involves teaching youth about outdoor education. An interest in Wildlife, Natural Resources, Hunting, etc. preferred.
- Woodworking Instructor**– This position involves teaching the children how to use a saw and router. This position requires reconciliation of inventory on a daily basis.
- Maintenance/Grounds Staff**- This position works with our full-time maintenance team with general Camp maintenance, grounds maintenance, and other tasks that may be outside the realm of maintenance from time to time.
- Kitchen Staff**- This position works on one of two shifts assisting our full-time kitchen team with meal preparations, cooking, cleaning, dishes, etc.
- Summer Camp Nurse**-This position will be in charge of all aspects of summer camp medication distribution and first aid. This position requires documentation of current LPN or high license.

**Summer Camp Season begins May 19, 2023 through August 4, 2023. It is a pre-requisite of all summer camp staff members to be able to work all dates within this time. If you have a date conflict, please explain below:**

Name: \_\_\_\_\_

Phone: \_\_\_\_\_