



APPLICATION FOR EMPLOYMENT

Staff Positions:

PERSONNEL 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 Personnel 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 (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 (area of specialty)	Year Graduated	Diploma/Degree Received
High School					
College or University					
Graduate School					
Other (Specify)					
List Professional Certifications/Licenses, Awards, Honors, Professional Memberships, etc.					
Describe any job-related specialized training, apprenticeship, skills and qualifications acquired from 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> From To	
Address		
Your Job Title	<u>Hourly Rate/Salary</u> Starting Final	
Supervisor Name and Title	\$	\$
Reason for Leaving		

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