



PLEASE READ BEFORE APPLYING FOR A POSITION

Human Resource Services
Application Process
for Clerical/Support Positions

Applications are accepted for posted vacancies only. Applicants for a specific job posting must complete a Tennessee Technological University application form to be considered an applicant for the position. He/she must also submit all documents and materials required in the application procedure listed in the job announcement. Submission of these materials is the applicant's responsibility. **APPLICATIONS WITHOUT ALL REQUIRED MATERIALS ARE INCOMPLETE AND WILL NOT BE CONSIDERED.**

Each section of the application form should be completed; write N/A if not applicable and/or see resume if requested information can be found on your resume. It is imperative that information relative to education be complete; do not refer to resume for this section of the application form. It is a Class A Misdemeanor to misrepresent academic credentials, Tennessee Code Annotated Sec. 49-7-133. If letters of recommendation, transcripts, or other supplemental materials are sent under separate cover, please include your full name on the documents and forward to Human Resource Services, Attention: (position for which you are applying). All application materials should be mailed or hand-delivered to Human Resource Services by 4:30 p.m. (CST) on the application deadline date. Materials submitted after that date will not be considered. Faxed materials will not be accepted.

Applicants applying for different positions must submit a separate TTU application form (applications may be copied) and a separate set of documents as required in the application procedure on the job announcement for each position. Each application must have an original signature and must have a current date. Typing scores are kept on file in TTU Human Resource Services and need not be provided with each application. 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. A Background Investigation Consent form is enclosed. **Applications returned without a completed Background Investigation Consent form will not be considered.**

APPLICATION REVIEW PROCESS

After the application deadline date, the employment manager will review the applications for completeness and determine which applicants possess the minimum qualifications. Applicants who do not fully meet the minimum qualifications will not be considered. Meeting the minimum qualifications does not assure applicants of an interview.

Complete applications of applicants who possess the minimum qualifications will be sent to the department for review. Applicants selected for an interview will be notified by telephone usually within 2-4 weeks of the application closing date. The department will notify all applicants by mail when the position has been filled.

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

For information relative to job opportunities, contact Human Resources: 931-372-3713
<http://www.tntech.edu/hr>



Tennessee Tech UNIVERSITY

CLERICAL/SUPPORT APPLICATION FOR EMPLOYMENT

Human Resource Services

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, within three days of date of hire.

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

Application Date

month/day/year

Position applied for _____

Desired shift _____ Day _____ Night _____ Either

Social Security Number

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 _____

Have you ever been convicted of or plead guilty to a felony or misdemeanor? _____ An affirmative response will not necessarily be a bar to employment. Factors such as age at the time of conviction, duties of the position sought, elapsed time, seriousness, nature and rehabilitation will be taken into account.

If yes, describe _____

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

A typing test is REQUIRED for most clerical positions. If you do not have an official typing score on file, please call the Upper Cumberland Career Center at 931-520-8733 or your local Labor & Workforce Development office to schedule an appointment.

Table with 4 columns: Typing Score, WPM, Errors, Date. Includes a row for Initials.

Education, Skills and Experience

Answer carefully and completely. If applying for a position requiring a college degree, elementary and high school data may be omitted. If hired, official transcripts for postsecondary education will be required.

Type of School	Indicate Grade/Hours Completed	Attendance Dates		Major Subjects	Certificate, diploma or degree received and date received	Name and Location (city/state) of School
		From (mm/yr)	To (mm/yr)			
Elementary 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.

- | | | |
|---|---|---|
| <input type="checkbox"/> Attorney | <input type="checkbox"/> Electrician | <input type="checkbox"/> Mechanic (_____) |
| <input type="checkbox"/> Boiler Operator | <input type="checkbox"/> Engineer (_____) | <input type="checkbox"/> Notary Public |
| <input type="checkbox"/> Certified Data Processor | <input type="checkbox"/> Law Enforcement (Police Academy) | <input type="checkbox"/> Pipe Fitter |
| <input type="checkbox"/> CFC Certification (_____) | <input type="checkbox"/> Librarian | <input type="checkbox"/> Plumber |
| <input type="checkbox"/> Chauffeur | <input type="checkbox"/> Licensed Physician's Assistant | <input type="checkbox"/> Teacher (_____) |
| <input type="checkbox"/> Commercial Pest Control Operator License | <input type="checkbox"/> Locksmith | <input type="checkbox"/> Other (_____) |
| <input type="checkbox"/> CPA (Certified Public Accountant) | <input type="checkbox"/> LPN (Licensed Practical Nurse) | <input type="checkbox"/> Other (_____) |
| <input type="checkbox"/> CPS (Certified Professional Secretary) | <input type="checkbox"/> Mason | <input type="checkbox"/> 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.

- | | | | |
|---|---|--|---|
| <input type="checkbox"/> Air Conditioning/Heating | <input type="checkbox"/> Cooking | <input type="checkbox"/> Lawn Mowers | <input type="checkbox"/> Computer. List all software experience.

_____ |
| <input type="checkbox"/> Auto Mechanic Tools | <input type="checkbox"/> Dump Truck | <input type="checkbox"/> Laboratory Equipment | |
| <input type="checkbox"/> Backhoe | <input type="checkbox"/> Electronics | <input type="checkbox"/> Machinist Tools | |
| <input type="checkbox"/> Boiler | <input type="checkbox"/> Electrician Tools | <input type="checkbox"/> Painting | |
| <input type="checkbox"/> Book Binding | <input type="checkbox"/> Fax Machine | <input type="checkbox"/> Photography | |
| <input type="checkbox"/> Bookkeeping | <input type="checkbox"/> Firearms | <input type="checkbox"/> Printing Press (offset) | |
| <input type="checkbox"/> Buffer | <input type="checkbox"/> Foreign Language (_____) | <input type="checkbox"/> Print Finishing | |
| <input type="checkbox"/> Bush Hog | <input type="checkbox"/> Hedge Trimmers | <input type="checkbox"/> Plumbing Tools | |
| <input type="checkbox"/> Calculator | <input type="checkbox"/> Jack Hammer | <input type="checkbox"/> Switchboard | |
| <input type="checkbox"/> Cash Register | <input type="checkbox"/> Landscaping | <input type="checkbox"/> Tractors | |
| <input type="checkbox"/> Carpenter Tools | | <input type="checkbox"/> Typing | |

***Work Experience:** If resume provided, information below may be omitted.

May we contact your present employer? Yes No If no, please explain _____

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:

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.

I have signed and included the BACKGROUND INVESTIGATION CONSENT FORM.

Signature of Applicant

Date



**Tennessee Tech
UNIVERSITY**

You may mail or deliver (DO NOT FAX) this application to:

**TTU Human Resource Services
Derryberry Hall, Room 146
P.O. Box 5132
Cookeville, TN 38505-0001
(931) 372-3034
<http://www.tntech.edu/hr>**

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 Resource Services at 931-372-3034.

It is the policy of Tennessee Technological University to provide equal opportunity in employment without regard to race, religion, color, national origin, disability (where the person with a disability is qualified), status as a qualified disabled veteran or veteran of the Vietnam era, age, or sex, except where sex or age is a bona fide occupational qualification. Applicants who do not fully meet the minimum qualifications will not be considered.

INFORMATION FOR PROCESSING OF BACKGROUND SCREEN REPORTS ONLY
(to be used for no other purposes)

Full Name _____

Date of Birth: ____/____/____* Social Security #: _____-_____-_____

Driver's Licenses Number: _____ State of Issue: _____

Current Residence Address: _____
(Number and Street)

_____ State

_____ Zip Code

List all Residence Addresses in Past Seven Years (attach additional sheets if necessary)

Please supply the following education information:

What was your name at the time of degree receipt? _____

NOTICE: Do NOT enclose this form with your application packet. Fold and mail it separately to the address on the back of this form.

Tennessee Technological University



OPTIONAL AFFIRMATIVE ACTION INFORMATION

The information on this form is requested for compliance with federal/state employment reporting regulations relative to the affirmative action program. **Completion of this form is optional.** Providing or refusing to provide this information will not adversely affect your application for employment. This information cannot and will not be used for making employment recommendations. The information contained on this form is requested solely for the purpose of the affirmative action program.

Federal law provides for affirmative action efforts for minority groups. If you wish to identify yourself as a member of one of these groups, please indicate below.

Gender: Male Female

Race:

- White, not of Hispanic origin:** A person having origins in any of the original people of Europe, North Africa, or the Middle East.
- Black, not of Hispanic origin:** A person having origins in any of the Black racial groups in Africa.
- Hispanic:** A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.
- Asian or Pacific Islander:** A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, the Philippine Islands, and Samoa.
- American Indian or Alaskan native:** A person having origins in any of the original people of North America, and who maintains cultural identification through tribal affiliation or community recognition.

Signature _____

Printed Name _____

Social Security Number _____

Date _____

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Please fold form in half and tape or staple it closed before mailing.

TENNESSEE TECHNOLOGICAL UNIVERSITY
AFFIRMATIVE ACTION OFFICE
P. O. BOX 5164, DERRYBERRY HALL 305
1 WILLIAM L. JONES BLVD
COOKEVILLE TN 38505-0001

Tape or staple here

*Place
stamp
here.*

