



Upper East Tennessee
Human Development Agency

301 Louis Street, P.O. Box 46
Kingsport, Tennessee 37662
Attention: HR Department (or email to: astuart@uethda.org)
Phone: (423) 246-6180 Fax: (423) 230-3778

Application for Employment

Date: _____

Position Applied for: _____

Name: _____
(Last) (First) (M.I.)

Mailing Address: _____
(Street and No.)

(City) (State) (Zip)

Physical Address, (If Different From Above)

(Street and No.)

(City) (State) (Zip)

Telephone: _____
(Area Code) Cell/Home (Area Code) Alternate

E-Mail Address: _____

UETHDA IS AN EQUAL OPPORTUNITY EMPLOYER

Qualified applicants are considered for positions without regard to race, color, religion, sex, age, national origin, disability unrelated to ability to do a job, gender identity, sexual orientation, military service, veteran status, pregnancy, childbirth, genetic information, or any other characteristic protected by law.

UETHDA will only accept applications when positions are available. A new application is required for each position.

Have you ever been employed by UETHDA? Yes No

If yes, what years were you employed from: to Department: _____

Are you currently receiving retirement income from TCRS (Tennessee Consolidated Retirement System)?

Yes No

List below any relative (first cousin or closer) employed by any department of UETHDA or Head Start.

Name	Relationship	Position Held

Do you have a valid driver's license? Yes No State: _____ License #: _____ Class: _____ Endorsements: _____
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Please check the computer software you are proficient using:

Microsoft Word Microsoft Excel Microsoft Publisher Microsoft Power Point

Other Software applications you can use: _____

List any special qualifications, foreign languages, skills, or training pertinent to this position: _____

EDUCATION (Give Complete Educational History Below)

Choose highest school year **completed**: High School:

College:

Last school attended: _____ (Name) _____ (City & State)

If you did not graduate from high school, do you have a High School Equivalency (GED)? Yes No

Education Beyond High School	Name and Location of College or University	Years Completed	A.S., B.A., B.S., etc.	Major Subject
College or University				
Graduate or Professional				
Other Education				

EMPLOYMENT DATA

In the space below, give your employment history beginning with your present or most recent employer and list all positions held, including part-time, summer, and significant volunteer work for the last 10 years. Details of unemployment must be included. Experience acquired more than 10 years ago may be summarized in one block if not applicable to the position for which you are applying.

(1) Position: _____

Full Name of Immediate Supervisor: _____

Company Name: _____

Company Address: _____

Company Phone Number: _____ Employed: From _____ to _____ Hours Per Week: _____

May we contact? Yes No

Reason for Leaving: _____

Description of Duties and Responsibilities: _____

(2) Position: _____

Full Name of Immediate Supervisor: _____

Company Name: _____

Company Address: _____

Company Phone Number: _____ Employed: From _____ to _____ Hours Per Week: _____

May we contact? Yes No

Reason for Leaving: _____

Description of Duties and Responsibilities: _____

(3) Position: _____

Full Name of Immediate Supervisor: _____

Company Name: _____

Company Address: _____

Company Phone Number: _____ Employed: From _____ to _____ Hours Per Week: _____

May we contact? Yes No

Reason for Leaving: _____

Description of Duties and Responsibilities: _____

REFERENCES

Use three people who are **NOT RELATED TO YOU** and who would have knowledge of your qualifications for the position for which you are applying, such as former co-workers, teachers, etc.

DO NOT REPEAT NAMES OF SUPERVISORS listed under employment data.

Name	Email Address	Telephone Number

SUPPLEMENTARY DATA

Who referred you to us? Agency _____

Newspaper ad (Name of Newspaper) _____

Friend (name of friend) _____

Employee (name of employee) _____

Other _____

Are you a citizen of the United States? Yes No

If no, please list your alien registration number: _____

Have you ever been convicted of an offense against the law? Yes No

DUI's and DWI's and all other misdemeanors and/or felonies must be included! (A conviction record will not necessarily be a bar to employment and factors such as date of the offense, seriousness, and nature of violation will be taken into consideration.) Head Start positions must be granted background clearance letter from Tennessee Department of Human Services before employment.

If yes, give Date, Place, Nature of Offense/Charge and Disposition of Case: _____

AUTHORIZATIONS

I authorize Upper East Tennessee Human Development Agency, Inc.'s investigation of all information contained in this application, or otherwise with regard to me, and I understand that any misrepresentation by me during the application or interview process will result in withdrawal from consideration for employment or my immediate discharge if I am hired, regardless of when discovered. I will indemnify and hold harmless UETHDA against any liability which might result from making such an investigation, and I hereby release UETHDA, its agents and/or employees, from any liability or damage which may result from the investigation. This authorization shall remain in effect until revoked by me in writing.

I hereby authorize any person or organization whose name I have given as reference, or by whom I have been previously employed, to furnish UETHDA any information they may have concerning me, and I hereby release all such persons and organizations from any claims for damages.

I hereby authorize investigation of any criminal records, driving records, and financial/credit records.

I agree, if employed, to abide by all the rules and regulations of UETHDA.

I understand that the completion of the "Application for Employment" does not constitute an offer of employment.

I further understand that if I am employed by UETHDA this "Application for Employment" will not constitute a contract of employment; employment is at-will.

I certify that the information I have given is true and correct.

Signature: _____ **Date:** _____
(Please sign full LEGAL name)

Thank you for your interest in employment with UETHDA.