



Upper East Tennessee  
Human Development Agency

# Application for Employment

Date: \_\_\_\_\_

Position Applied for: \_\_\_\_\_

Name: \_\_\_\_\_  
(Last) (First) (M.I.)

Mailing Address: \_\_\_\_\_  
(Street and No.)

\_\_\_\_\_  
(City) (State) (Zip)

Telephone: \_\_\_\_\_  
(Area Code) **PRIMARY** (Area Code) **Alternate**

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

Have you previously been employed by UETHDA? Yes No

If yes, when? \_\_\_\_\_ Position: \_\_\_\_\_

Are you currently receiving retirement income from TCRS (Tennessee Consolidated Retirement System)? Yes No

Are you familiar with Microsoft Office products? Yes No Are you comfortable using a computer? Yes No

## EDUCATION (Give Complete Educational History Below)

Do you have a High School Diploma or Equivalency (GED)? Yes No

Education <b>Beyond</b> High School	Name and Location of School	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 for the last 10 years. Please use another sheet if more space is needed.

(1) Position: \_\_\_\_\_

Company Name and Location: \_\_\_\_\_

Company Phone Number: \_\_\_\_\_ Employed: From \_\_\_\_\_ to \_\_\_\_\_ Hours Per Week: \_\_\_\_\_

## EMPLOYMENT DATA – POSITION 1 CONTINUED

Full Name of Immediate Supervisor: \_\_\_\_\_

Are you still employed with this company?      Yes      No      May we contact?      Yes      No

Reason for Leaving: \_\_\_\_\_

Brief description of duties: \_\_\_\_\_

(2) Position: \_\_\_\_\_

Company Name and Location: \_\_\_\_\_

Company Phone Number: \_\_\_\_\_ Employed: From \_\_\_\_\_ to \_\_\_\_\_ Hours Per Week: \_\_\_\_\_

Full Name of Immediate Supervisor: \_\_\_\_\_

Are you still employed with this company?      Yes      No      May we contact?      Yes      No

Reason for Leaving: \_\_\_\_\_

Brief description of duties: \_\_\_\_\_

(3) Position: \_\_\_\_\_

Company Name and Location: \_\_\_\_\_

Company Phone Number: \_\_\_\_\_ Employed: From \_\_\_\_\_ to \_\_\_\_\_ Hours Per Week: \_\_\_\_\_

Full Name of Immediate Supervisor: \_\_\_\_\_

Are you still employed with this company?      Yes      No      May we contact?      Yes      No

Reason for Leaving: \_\_\_\_\_

Brief description of duties: \_\_\_\_\_

## 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

## 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 criminal background check, driving records (certain positions), drug and alcohol screening and physical examination (certain positions)

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.**

### **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.
---