

Tennessee Education Association

801 Second Avenue North – Nashville, Tennessee 37201-1099

EMPLOYMENT APPLICATION

FOR THE POSITION OF:

AN EQUAL EMPLOYMENT OPPORTUNITY/ADA EMPLOYER

Application for Employment

Date _____

We appreciate your interest in working at the Tennessee Education Association. As an equal opportunity employer, our employment practices are in accordance with the laws that prohibit discrimination due to race, sex, sexual orientation, age, disability, religion, creed, or national origin. This application form was designed for use by persons applying for various types of positions — professional, technical, clerical/support, and administrative. Please answer only the questions that apply. All information will be treated confidentially. Understanding your background and work history will aid us in placing you in the position that best meets your qualifications. Individuals needing accommodation in filling out this form should request that accommodation.

PLEASE TYPE OR PRINT

Name _____
 Last First Middle Social Security No.

Address _____
 Street Apartment No.

City State Zip

E-Mail Address _____

Telephone No. _____ Business Telephone No. _____

Are you an U.S. citizen? Yes No If naturalized, date of citizenship and country of birth _____

If no, type of Visa and expiration date _____ Alien Registration # _____

List any other names used _____

Do you illegally use drugs? Yes No

Position and salary desired _____

Date available _____

How were you referred to us? Newspaper Ad School On my own TEA Employee Agency Other

Name of Referral Source _____

Have you ever been employed here before? Yes No If yes, give date _____

Education and Training

	Name of School	City and State	Major Subject	Degree/Diploma and Number of Years Attended
High School				
College/ University				
College/ University				
Other				

List Awards, scholarships, honors received (include publications, inventions, technical awards, etc.)

List professional certifications or designations, and date received _____

Additional space for information about degrees or experience

Employment History

This portion of the application must be completed. Starting with the most recent employer, list full and part-time jobs, summer or volunteer work during the last 10 years. Include periods of military service, self-employment, and unemployment. **Please leave no unexplained gaps.** Attach separate sheet if necessary.

1	Last or Present Employer	Telephone
	Address	Employed (Month and Year) From Until
	Supervisor's Name and Title	Earnings Start Last
	State Job Title and Describe your work	Reason for Leaving

2	Last or Present Employer	Telephone
	Address	Employed (Month and Year) From Until
	Supervisor's Name and Title	Earnings Start Last
	State Job Title and Describe your work	Reason for Leaving

3	Last or Present Employer	Telephone
	Address	Employed (Month and Year) From Until
	Supervisor's Name and Title	Earnings Start Last
	State Job Title and Describe your work	Reason for Leaving

We may contact the employers listed above unless you indicate those you do not want us to contact.	Do Not Contact Employer Number(s) _____ Reason _____
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References: Professional Colleagues (please list at least three – references should **not** include current employees of TEA or retired employees of TEA)

Name			Employer/Position	Business Address	Business Phone No.
First	M.I.	Last			
1					
2					
3					

Other Information: Include “other” information you believe the Tennessee Education Association should know as it considers your application. This includes skills or knowledge **directly related to the position** you are applying for at this time. The TEA does **not** encourage your submission of a resume’, as a resume’ has limited value and is **not** a substitute for the completion of this application.

Please read the information below carefully, as the Tennessee Education Association does background checks on applicants selected for interviews. A copy of the signed release below may be provided to former employers if requested. At some point you may be asked for information necessary to the completion of a Tennessee Bureau of Investigation background check (that information would include complete name, race, sex, state/city of birth, and date of birth).

This application will be kept in the Tennessee Education Association’s active files only until the position for which it was submitted is filled. If the applicant is not hired, the applicant must complete a **new application** to be considered for employment for other advertised positions.

I hereby authorize the Tennessee Education Association, either on its own or by and through an agent, to thoroughly investigate my references, work record, education and other matters related to my suitability for employment, such as criminal convictions, and, further, authorize my present employer or any former employer or any other party, including any Government or law enforcement agency and the references I have listed, to disclose to the Tennessee Education Association any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure, except those which would indicate age, race, creed, color, sex, sexual orientation, or national origin. In addition, I hereby release the Tennessee Education Association, my former employers, and all other persons, school systems, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure. I agree to abide by all rules and regulations of the Tennessee Education Association, and I understand that false statements or consequential omissions of any kind are sufficient grounds for denying employment or for dismissal.

I have read and understand the above statement. This application is complete, true, and accurate to the best of my knowledge. I understand that the Tennessee Education Association has a right to reject my application for providing any false information or for making any misrepresentation or omission of material facts.

Signature _____ Date _____

