

APPLICATION FOR EMPLOYMENT

AN EQUAL OPPORTUNITY EMPLOYER



TELLICO AREA
SERVICES SYSTEM

P.O. Box 277
Vonore, TN 37885

It is the policy of TASS to comply with all applicable laws, including laws that prohibit discrimination based on race, color, religion, sex, national origin, age, disability, or any other status protected by law.

PERSONAL DATA

PLEASE TYPE OR PRINT

DATE _____ POSITION APPLYING FOR _____

NAME _____
(Last) (First) (Middle)

PRESENT ADDRESS _____
STREET AND NUMBER OR APT NO. CITY OR TOWN STATE AND ZIP CODE

TELEPHONE _____

LIST ANY FRIENDS OR RELATIVE WORKING AT TASS (NOTE RELATIONSHIP) _____

Are you available to work: Full Time Part Time Shift Work Temporary Summer

On what date would you be available to work? _____

Have you ever been employed here before? YES NO

If Yes, give date and department _____

Are you currently employed? YES NO

Are you currently on lay-off status and subject to recall? YES NO

Can you travel if the job requires it? YES NO

Can you work all shifts if the job requires it? YES NO

Can you work all days of the week if the job requires it? YES NO

Have you been convicted of, or pled guilty to, a felony or a misdemeanor? YES NO

A positive response if not an automatic bar to employment, and consideration will be given to the surrounding circumstances.

If Yes, please explain the circumstances: _____

PERSON TO NOTIFY IN CASE OF EMERGENCY:

NAME _____ PHONE NUMBER _____

ADDRESS _____

RELATIONSHIP TO YOU _____

MILITARY DATA

HAVE YOU EVER SERVED IN THE ARMED FORCES? YES NO

IF YES, WHAT BRANCH? _____

DATES OF DUTY:

FROM _____ TO _____ RANK AT DISCHARGE? _____

WHILE IN THE MILITARY SERVICE, WERE YOU EVER CONVICTED BY A SPECIAL OR GENERAL COURT MARTIAL?

YES NO

IF YES, PLEASE EXPLAIN THE CIRCUMSTANCES: _____

HAVE YOU HAD ANY SCHOOLING UNDER THE G.I. BILL OF RIGHTS? YES NO

IF YES, PLEASE DESCRIBE: _____

WHAT WERE YOUR DUTIES IN THE SERVICE (INCLUDE SPECIAL TRAINING & DUTY STATION)?

REFERENCES

(other than relatives or past employers)

NAME

ADDRESS

PHONE NO.

1. _____

2. _____

3. _____

EDUCATION

TYPE OF SCHOOL OR GRADE	NAME AND ADDRESS OF SCHOOL	HOW MANY YEARS ATTENDED	GRADUATED?		COURSE OR MAJOR
			<input type="checkbox"/> YES	<input type="checkbox"/> NO	
ELEMENTARY OR GRADE			<input type="checkbox"/> YES	<input type="checkbox"/> NO	
HIGHSCHOOL			<input type="checkbox"/> YES	<input type="checkbox"/> NO	
COLLEGE UNDERGRADUATE			<input type="checkbox"/> YES	<input type="checkbox"/> NO	
COLLEGE GRADUATE			<input type="checkbox"/> YES	<input type="checkbox"/> NO	
BUSINESS/ TRADE			<input type="checkbox"/> YES	<input type="checkbox"/> NO	
OTHER			<input type="checkbox"/> YES	<input type="checkbox"/> NO	

DESCRIBE ANY APPRENTICESHIP TRAINING OR SPECIALIZED SKILLS YOU MAY HAVE: _____

LIST PROFESSIONAL, TRADE, BUSINESS OR CIVIC ORGANIZATION YOU ARE AFFILIATED WITH:

(Exclude those indicating race, color, religion, national origin or sex of members)

LIST HOBBIES, SPORTS AND EXTRA-CURRICULAR ACTIVITIES YOU ARE OR HAVE BEEN INVOLVED WITH: _____

EMPLOYMENT HISTORY

Starting with your present or most recent employer, list your last four employers

DATES		NAME & ADDRESS OF EMPLOYER	RATE OF PAY		SUPERVISOR'S NAME & TITLE
FROM	TO		START	FINISH	
		Phone ()			
<i>Describe in detail the work you performed:</i>					<i>Reason for leaving</i>
		Phone ()			
<i>Describe in detail the work you performed:</i>					<i>Reason for leaving</i>

DATES		NAME & ADDRESS OF EMPLOYER	RATE OF PAY		SUPERVISOR'S NAME & TITLE
FROM	TO		START	FINISH	
		Phone ()			
<i>Describe in detail the work you performed:</i>					<i>Reason for leaving</i>
		Phone ()			
<i>Describe in detail the work you performed:</i>					<i>Reason for leaving</i>

Describe any experiences, skills or qualifications which you feel would especially fit you for work with the Company:

MAY WE CONTACT THE EMPLOYERS YOU HAVE LISTED?

 YES

 NO

APPLICANT'S CERTIFICATION AND AGREEMENT

- PLEASE READ CAREFULLY -

I certify that the responses given by me are true and complete to the best of my knowledge.

I acknowledge that TASS has provided me, in a separate document, with a copy of its Consumer Reports Disclosure and Authorization to Request and Obtain Consumer Reports.

I understand and acknowledge that any offer of employment is contingent upon satisfactorily passing the Company's physical examination.

I understand and acknowledge that nothing in this employment application should be construed as a contract, express or implied, guaranteeing employment for any specific duration.

Signature _____

I certify that the information provided in this employment application (and accompanying resume, if any) is true and complete and I understand that any false information or significant omissions may disqualify me from further consideration for employment and may be justification for my dismissal from employment if discovered at a later date.