

THE UNIVERSITY OF TENNESSEE

Human Resources

1. COMPLETING THE APPLICATION

Please type or use a BLACK ink pen to complete the employment application and related forms. Your application is the primary source of information used to consider you for job openings. Therefore, you should **complete the application** thoroughly and accurately. **Failure to do so may eliminate you from further consideration.**

2. ADDITIONAL MATERIALS

You may submit a resume, transcript or other related information with the application. In addition, if you are applying for clerical positions, you will be asked to complete a timed typing exercise. You may repeat the exercise up to three times within three months, and your score is good for a period of six months..

3. YOUR APPLICATION

Your application will be reviewed by an employment recruiter and given every consideration. Only those applicants whose background and experience most closely match the departments' needs are selected for referral.

Due to time limitations, you may expect to hear from us only if we need additional information, or if you are selected for an interview.

Upon receipt, your application is active for the positions listed on your application only. If positions are still open, additional position numbers can be added. Once the positions are closed, you will need to complete another application for any other positions in which you are interested.

The University of Tennessee is an EEO/AA/Title VII/Title IX/Section 504/ADA/ADEA institution in the provision of its education and employment programs and services.