



• MORRISTOWN
PHONE: 423-586-6866 FAX: 423-581-9679
• NEWPORT
PHONE: 423-248-3240 FAX: 423-248-3241
• KINGSPORT
PHONE: 423-276-5431 FAX: 423-581-9679
• GREENEVILLE
PHONE: 423-525-4148 FAX: 423-581-9679

APPLICATION FOR EMPLOYMENT

We are an equal opportunity employer and do not unlawfully discriminate in employment. No question on this application is used for the purpose of limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law. Equal access to employment, services, and programs is available to all persons. Applicants requiring accommodation to the application and/or interview process should notify a representative of the organization.

Name of Applicant: _____ Date: _____

Position applied for/or work desired: _____

Address: _____

City: _____ State: _____

Zip Code: _____ Tel. No.: _____

S.S.#: _____ / _____ / _____ Date of Birth: _____ / _____ / _____

Type of employment desired: ☐ Fulltime ☐ Part-time ☐ Temporary ☐ Other: _____

Date you will be able to start work: _____

Driver's License Number (if driving is an essential job duty): _____

Are you able to meet attendance requirements?: ☐ YES ☐ NO

Do you have any objections to working overtime if necessary?: ☐ YES ☐ NO

Can you travel if required by this position?: ☐ YES ☐ NO

Have you ever been previously employed by our organization?: ☐ YES ☐ NO

Can you submit proof of legal employment authorization and identity?: ☐ YES ☐ NO

If you are under the age of 18, can you furnish a work permit if it is required?: ☐ YES ☐ NO

Have you ever been convicted of a crime in the last 7 years?: ☐ YES ☐ NO

If yes, please explain (a conviction will not automatically bar employment): _____



Skills and Qualifications

Summarize any relevant training, skills, licenses, certificates, or other qualifications that apply to the position.

Educational history

Provide the names and locations of schools attended, the number of years completed, your field of study, and any degrees earned.

High School: _____

College: _____

Technical Training: _____

Other: _____

References

List 3 people as references, including their names, phone numbers, and years you've known them.
(Relatives or employers are not allowed as references.)



Please provide the employment information for all your previous employers, starting with the most recent.

Employer: _____ Position Held: _____

Address: _____

Tel No.: (____) _____ Immediate Supervisor and Title: _____

Dates employed. From: _____ to _____ Salary: _____

Job Summary: _____

Reason for Leaving: _____

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Employer: _____ Position Held: _____

Address: _____

Tel No.: (____) _____ Immediate Supervisor and Title: _____

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