



STATE OF TENNESSEE EMPLOYMENT APPLICATION

ATTENTION APPLICANTS: DO NOT INCLUDE THIS PAGE WHEN PROVIDING A COPY OF YOUR APPLICATION FOR AN EMPLOYMENT INTERVIEW.

ATTENTION AGENCIES: DO NOT INCLUDE THIS PAGE IF YOU KEEP A COPY OF THIS APPLICATION FOR YOUR RECORDS.

VETERANS PREFERENCE: Tennessee veteran's preference is extended to applicants listed on the appointment or promotional list. To be eligible for veterans preference, you must have received an honorable discharge from the army, navy, air force, marine corps or coast guard or any member of the reserve components, as defined in 10 U.S.C. § 10101, who performs active federal service in the armed forces of the United States. Proof of dates of military service, honorable discharge, disability, death, and residence are required and must be provided to the Department of Human Resources in order to receive Veterans Preference. A spouse or surviving spouse of a veteran is eligible if these conditions are met: as a result of such military services, the veteran suffered a one hundred (100%) percent service-connected disability or is permanently and totally disabled; or the veteran died in the line of duty during such military service; and the surviving spouse has not remarried since the death of the veteran.

TO CLAIM VETERANS PREFERENCE, CHECK THE APPROPRIATE BOX BELOW AND SUBMIT PROOF AS INDICATED IN THE TABLE.

Proof will be submitted under separate cover

Proof is attached

Proof has previously been submitted to Applicant Services

Date of Entry in Military Service

Month		Day		Year	

Branch of Service: _____

Date of Separation from Active Service

Month		Day		Year	

Rank at Discharge: _____

SPECIAL QUALIFICATION INFORMATION: Employment consideration for some jobs is limited to U.S. citizens and/or to individuals who meet minimum age requirements. If you are applying for a job for which U.S. citizenship or minimum age requirements are applicable, please provide the information in this block.

To be considered for jobs requiring U.S. citizenship, please answer: Are you a U.S. citizen? _____

To be considered for job requiring a minimum age, please answer: Age at time of application: _____

*****OPTIONAL INFORMATION*****

The following information is for Equal Employment Opportunity/Affirmative Action purposes only. To assist the State of TN in its commitment to equal employment opportunity, applicants are asked to voluntarily provide the following information. The State of TN is authorized under federal law to retain this information for research and statistical reasons. This information will not be used in an employment decision and an applicant's failure or refusal to provide this information will not affect an applicant's employment opportunities. Data will be held confidential and only used in accordance with applicable federal law. Refusal to provide information will not subject the applicant to any adverse treatment.

RACE: _____ White _____ Black _____ Hispanic
_____ Asian or Pacific Islander _____ Native American Indian _____ Alaskan Native
_____ Other

SEX: _____ Male _____ Female

Please return completed application to:

Department of Human Resources
Recruiting Management Services Division
505 Deaderick Street, 2nd Floor, James K. Polk Building
Nashville, TN 37243-0635 or fax to (615) 401-7626



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EDUCATIONAL BACKGROUND

Please indicate the highest level of primary or secondary education completed.

<input type="checkbox"/>																	
1	2	3	4	5	6	7	8	9	10	11	GED	High School Diploma	Cert. of Completion	Date of Completion			

POSTSECONDARY EDUCATION – Please list schools attended after high school. This includes any colleges, universities or vocational schools.

Name and City/State of School	Dates Attended		# of hours Completed	Did you Graduate		Date of Graduation	Major	Type of Degree
	To	From		Yes	No			

LICENSES: Please list each license, certificate or other authorization to practice a trade or profession. Teachers must specify subject area and type of certification. Please make sure licensure information is current with each new application you submit.

TYPE OF CERTIFICATION	AREA OF ENDORSEMENT	LICENSE NO.	ORIGINAL ISSUE DATE	EXPIRATION DATE	STATE/ISSUING AGENCY

EXPERIENCE BACKGROUND

INSTRUCTIONS: To complete your work history, use the job blocks provided below and on the following pages, beginning with your present or most recent job. If necessary, you may attach additional sheets to provide your complete work history in the format shown below. It is important that you accurately describe the major responsibilities associated with each job you have held. You may submit an employment resume to supplement your application.

Job Title _____	Employment dates _____ / _____
Hours per week _____	Starting Salary _____ Ending Salary _____
Employer Name: _____	
Employer Address: _____	Phone _____
Name of Supervisor: _____	# of employees you supervised _____
Reason for leaving: _____	
Duties: _____	

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REFERENCES: Please provide complete information for your references below. Please make sure your reference information is current with each new application you submit.

NAME	ADDRESS	CITY-STATE	PHONE

SIGNATURE:

Under penalty of perjury, I certify that the information I am providing in this application is correct and complete to the best of my knowledge. I am aware that should investigation show any falsification or material misrepresentation, I will not be considered for employment, or if employed, I will be dismissed and disqualified from future consideration. I hereby authorize the State of Tennessee to make all necessary investigations concerning me or my actions and to receive and make available to all state agencies my academic records or other materials pertinent to my qualifications. I further authorize and request each former employer, educational institution, and/or organization (including law enforcement agencies) to provide all information that may be sought in connection with this application.

Signature of Applicant _____ Date _____

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SUPPLEMENTAL QUESTIONNAIRE

Correctional Officer

*1. This job requires education equivalent to graduation from a standard high school (completion of G.E.D. is also acceptable). Do you meet this requirement?

- Yes
 No

*2. Have you been convicted of a felony?

- Yes
 No

*3. Have you been discharged from any branch of the United States military under conditions other than honorable?

- Yes
 No

*4. Are you a citizen of the United States?

- Yes
 No

*5. Applicants for this job must be at least eighteen (18) years of age on the date of application. Do you meet this minimum age requirement?

- Yes
 No

*6. What is your County Preference? Please specify.

*7. Do you have basic knowledge of math?

- Yes
 No

*8. Do you have a basic knowledge of computers and software?

- Yes
 No

*9. Do you have law enforcement experience? Describe briefly.

SUPPLEMENTAL QUESTIONNAIRE

Correctional Officer

*10. Do you have active military service? Describe briefly.

*11. Have you attended a POST certified or equivalent basic training academy?

- Yes
 No

*12. Do you agree to, upon appointment, successfully complete a prescribed 4 consecutive week course of instruction at the Tennessee Correction Academy?

- Yes
 No

*13. What supervisory experience do you have? Describe briefly.

*14. What experience do you have working with people with mental illness? Describe briefly.

*15. What experience do you have working with people with intellectual disabilities? Describe briefly.

*16. What experience do you have working with people with severe behavioral challenges? Describe briefly.

*17. Are you willing to work overtime and/or shift work?

- Yes
 No

*18. Are you available to work a flexible or rotating schedule which could include nights, weekends, and holidays?

- Yes
 No

*19. Do you have experience preparing written reports? Describe briefly.

*20. Do you have experience monitoring people and surroundings to determine if there are any possible public safety risks?

SUPPLEMENTAL QUESTIONNAIRE

Correctional Officer

- Yes
- No

*21. Are you willing to work outside in all types of inclement weather and on difficult terrains?

- Yes
- No

*22. Are you currently employed with the State of Tennessee?

- Yes
- No

*23. I attest that I have read and do meet the minimum qualifications for the position in which I am applying.

- Yes
- No

* Required Question