

STATE OF TENNESSEE EMPLOYMENT APPLICATION

Return completed application to:

Department of Personnel Applicant Services Division 505 Deaderick Street First Floor, James K. Polk Building Nashville, Tennessee 37243-0635 o: (615) 741-6985

| · · · · · · · · · · · · · · · · · · · | | or fax to: (615) 741-69 | 985 |
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| SOCIAL SECURITY NUMBER USE BLAC | K INK ONLY | DO NOT WRITE IN SHADE | D AREA |
| State of Tennessee job titles for which you are applying | | APP. CLASS CODE CODE | REJ. CODE |
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| <u>CRIMINAL HISTORY</u> : Have you ever been convicted, forfeited bond, or at law)? A felony is defined as an offense punishable by imprisonment for a term | | | ilitary |
| If yes, give details on a separate sheet of paper for each felony offense. Inclu any felony conviction involving a sentence or suspended sentence. You may on in a juvenile court; (2) any conviction which has been expunged under Federal you are applying. A conviction will be judged on its own merits with respect t additional background investigation. COUNTY PREFERENCES & LEGAL RESIDENT COUNTY: Ref | it: (1) any offense committed before or state law. A conviction will not o time, circumstances, and seriousn | re your 18th birthday which was finally a t necessarily disqualify you from the job ness. Application for certain positions m | djudicated for which ay require |
| You may list up to five counties or indicate "99" for statewide. In the box belo Non-state residents must indicate "00" as their legal resident co | w your five county preference optic | ons, you must record your legal resider | nt county. |
| County Preferences - | | | |
| | nty is the county in which you re to return even though you may be te | | |

-PLEASE READ--

The State of Tennessee Employment Application Form is used by the State to establish an applicant's qualifications and employment preferences. Nothing in this document should be viewed as contractual in nature.

The State of Tennessee is committed to the principles of equal opportunity, equal access, and affirmative action. Discrimination on the basis of age, race, sex, color, religion, national origin, disability, or any other non-merit factor is prohibited.

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| If you would like info TDD (615) 741-6276. employment testing pr | See information u | | | | | | | | | |)441 or |
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| Sex: A. 🗌 M | ale B. | Female | | | **DATE C | OF BIRTH | Month | Day | Year |] | |
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| university, please attach a co | py of credential evaluation | ion from an accr | redited Ui | Inited States schoo | ol or other | r acceptable e | | | | |
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| | Science | Engineering | ; | rsychology | | Agribuancas | Anatomy | | | |
| Chemistry | Computer Science | Drafting | | Sociology | 1 | Agriculture | Human Nutrition | Non State CEU* credit | | |
| hed he | | | - | Environmental | | har | | | | |
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| Microbiology | Statistics | Special Education | | Geology | | Child/Family Studies | y Law/Lega Assistance | | | |
| Business/ Economics | Civil Engineering | Counseling | | Library Science | | Criminal Justice | Marketing | g Rehabilitation Studies | | |
| | State employees through | state sponsored | l training | will be automatic | ally reco | rded in their a | applicant records. To | o obtain credit for non-state | | |
| sponsored CEUs or voca | | - | - | | - | | | | | |
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| TYPE OF CERTIFICAT | AREA O | | ENSE NO | ORIGINAL D. ISSUE | | | RENT LICENSE IRATION DATE | STATE OR AGENCY ISSUING LICENSE | | |
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| - | rovide complete infor | mation for you | ır referer | nces below. Plea | se make | sure your re | eference informatio | on is current with each new | | |
| application you submit. | | | OTDFF' | T ADDRESS | | | CITY - STATE | TELEDHONE | | |
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| state agencies my academic | records or other material | als pertinent to m | my qualifi | fications. I further | authorize | e and request | each former employ | yer, educational institution, or | | |
| organization (including law | enforcement agencies) | , to provide all 19 | nformatio | on that may be sou | ught in co | onnection with | h this application. | | | |
| SIGNATURE OF APPLICANT DATE | | | | | | | | | | |

Signature is required. Unsigned applications will be returned to the applicant

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| EXPERIENCE BACKGROUND | | | | | | | | | | | |
| ***Important - Please Read*** | | | | | | | | | | | |
| Instructions: You should provide your complete work history in the experience background section on the following pages unless you has submitted a full and complete application since March, 1999. This applies to all applicants, including current State employees. In providing you complete work history information, you may use copies of pages from previous applications to construct one complete and up-to-date application. If y have submitted a full application since March, 1999, you may omit your prior work experience, except for the experience you have gained since t time of your last application. Even if you have continued in the same job, that job should be listed in job block A to show that you've continued worki in the same position. | | | | | | | | | | | |
| To complete your work history, use the job blocks provided below and on the following pages, beginning with your present or most recent job in j block A. If necessary, you may attach additional sheets to provide your complete work history in the format shown below. It is important that y accurately describe the major responsibilities associated with each job you have held, along with all other requested information for each joe Incomplete information may lower your application rating. If you moved to a different position within the same organization and your major dution changed, you must list each position as a separate job. For military experience, it is important that you include the dates <u>and pay grade</u> for each position held. Unpaid, volunteer or part-time work experience may also be included with your work experience history. You may submit an employme resume to supplement your application; however, you must describe your major job responsibilities in the format below to ensure accurate or your application. | | | | | | | | | | | |
| ***If you have not reviewed the information above, please do so now to be sure you complete this section correctly.*** | | | | | | | | | | | |
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USING THE FORMAT ABOVE, ATTACH ADDITIONAL SHEETS IF NECESSARY TO COMPLETE YOUR EMPLOYMENT HISTORY.

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USING THE FORMAT ABOVE, ATTACH ADDITIONAL SHEETS IF NECESSARY TO COMPLETE YOUR EMPLOYMENT HISTORY.



STATE OF TENNESSEE

INFORMATION AND INSTRUCTIONS FOR THE TENNESSEE CAREER SERVICE EMPLOYMENT PROCESS

HOW TO OBTAIN JOB INFORMATION

Our State government is the largest employer in Tennessee with over 37,000 Career Service employees working in over 1,400 different job classifications. For the vast majority of these job classifications, you may submit an application at any time regardless of whether or not a vacancy currently exists. You may obtain information about the Career Service job classifications by visiting the Tennessee Department of Personnel's Web site at the address listed below.

WWW.STATE.TN.US/PERSONNEL

Using the **Job Search** feature provided at this web site, you may obtain information on any job classification in Tennessee state government. This includes job descriptions (with minimum qualifications), salary information, testing information, and number of positions/vacancies by county or by department. If you do not have access to the internet, you can obtain information on state job classifications by visiting the Department of Personnel in Nashville or by visiting one of the many Career Centers or local offices of the Department of Labor and Workforce Development located throughout the state.

You should use information from these sources to identify jobs of interest to you. Be sure to fully compare your education and experience qualifications with the requirements indicated for each job of interest. To ensure the timely processing of your employment application, enter the exact State of Tennessee job titles for which you are applying in the space provided on the first page of the application form. If you wish to apply for more than eight job titles, you may attach additional copies of the front page to your application with up to eight titles listed on each copy.

If you have any questions regarding the application process please call (615) 741-4841 or send your questions via e-mail to mike.o'neal@state.tn.us.

HOW TO BEGIN THE APPLICATION PROCESS

The first step in the Career Service employment application process is completion of the State of Tennessee Employment Application form. The form should be completed **using black ink** so that it can be legibly reproduced. Please make sure you provide all required information. If you omit information, it may be necessary for the Department of Personnel to return your application to you. Unsigned applications will not be accepted.

Do not submit originals of personal documents, as they will not be returned to you. Legible photocopies of the application and attachments are acceptable. Your completed application should be submitted to the Department of Personnel at the address (or fax number) listed on page 1 of the application form. After submitting your application, you may be required to complete additional forms. If so, these forms will be mailed to you. Please include your social security number on all correspondence.

BE SURE TO KEEP A COPY OF YOUR APPLICATION FOR YOUR FILES ********

AFTER YOUR APPLICATION IS SUBMITTED

For each job classification you apply for, your application is evaluated to determine whether or not you meet the education, experience, and/or other special requirements for the job. If a job classification requires a written test, you will be sent testing instructions in the mail. When a job classification does not require a written test, the information on your application will be used for evaluating and rating your training and experience. This may include your education, experience, and any licenses or certificates that you possess. All evaluation/examination results will be mailed to you. Applicants attaining a passing score on either a rating of their education and experience or a written test will be added to the list of eligibles for the job classification in which a passing score was obtained. Scores received on a rating of education and experience are normally valid for a period of two years. Scores received on a written or computer administered test are valid until such time as the examination is revised and the register is abolished.

TESTING

Tennessee Career Service examinations are administered on a daily basis (Mon.-Fri.) at the Department of Personnel in Nashville. Most tests are administered on computer. No appointment is needed for the testing location in Nashville. Applicants may be admitted for testing any time between the hours of 8:30 a.m. and 1:00 p.m. Applicants wishing to test in a location other than Nashville must be scheduled for a specific testing session based on the testing location preference selected by the applicant on the application form. The testing admission letters sent to these applicants will provide the specific testing location and will either specify a date and time for testing or provide a telephone number to call to make an appointment for testing.

Certain applicants may be eligible for an alternative examination procedure to that described in the previous paragraph. The Americans with Disabilities Act and Tennessee law [TCA 8-30-302(b)] authorize the Department of Personnel to provide a work test period as an alternative Career Service examination for individuals who as a consequence of a disability lack sensory, manual, or speaking skills needed to take some examinations. If you believe you are eligible for the alternative examination, please call (615) 741-0441 or TDD (615) 741-6276 to request information about this option.

<u>HIRING</u>

As Career Service job vacancies occur, agencies request certified lists of eligible applicants to fill the vacant positions. If your score is high enough for a particular job classification, your name may be certified to the agency as an eligible applicant. You will be mailed a notice of the job opening and asked to contact the agency within seven days of the date on your notice to schedule an interview. An agency is required to make an employment decision from the top five interested and available applicants when hiring from an open list of eligible applicants and from the top three when hiring from a promotional list of eligible applicants.

LATERAL TRANSFERS

If you are a current Career Service employee and would like to transfer to another position within your current classification, you may request that your name be placed on the lateral transfer list. No application is required. Just call the Applicant Services Division at (615) 741-4841. The lateral transfer list will be provided to hiring agencies, upon their request, as vacancies occur.

INFORMATION AND INSTRUCTIONS (Continued)

--GENERAL INFORMATION--

<u>A Change in Application Requirements</u>: You should provide your complete education and experience background information with this application if you have <u>not</u> submitted a full and complete application since <u>March, 1999</u>. This applies to all applicants, <u>including current State employees</u>. This change in application procedures was made as a result of changes in the Department of Personnel's application processing and maintenance procedures. These changes have been made in an effort to enhance the quality of services provided to applicants, employees, and hiring agencies.

<u>To Re-apply:</u> In applying for additional jobs in the future, you may submit an abbreviated application, omitting your previous education and work experience information. However, you should always include information on the experience that you've gained since your last application. Even if you have continued in the same job, that job should be listed in job block A to show that you've continued working in that position.

Important Information: Applications must often be returned to obtain a small piece of information overlooked by the applicant. Please review your application carefully to make sure that all the requested information is included.

It is recommended that you include your name and social security number on any additional documents or supplemental information you include with your application. If you choose to fax your application, it is recommended that you write your name and social security number on each faxed page. To allow for the most timely processing of applications, we ask that you DO NOT submit a duplicate of your faxed application in the mail.

BE SURE TO KEEP A COPY OF YOUR APPLICATION FOR YOUR FILES. <u>DO NOT INCLUDE PAGE 2</u> WHEN YOU ARE ASKED TO PROVIDE A COPY OF YOUR APPLICATION FOR AN EMPLOYMENT INTERVIEW.

COUNTY PREFERENCES/LEGAL COUNTY CODES

On page 1 of the application form, you are asked to select your county work preferences and indicate your legal resident county. Use the county codes from the list below to record this information.

County Preferences: You may choose up to five counties for your work location preferences or you may choose **STATEWIDE "99"** to be considered for all counties. A map of Tennessee is provided to assist you in selecting the counties in which you are willing to accept employment.

Legal Resident County: Your legal resident county is the county in which you reside and to which you definitely intend to return even though you may be temporarily absent. Non-state residents must indicate "00" as their legal county code.

| 01 Anderson | 15 Cocke | 29 Grainger | 43 Humphreys | 57 Madison | 71 Putnam | 85 Trousdale | | | |
|---|---------------|--------------|---------------|---------------|---------------|---------------|--|--|--|
| 02 Bedford | 16 Coffee | 30 Greene | 44 Jackson | 58 Marion | 72 Rhea | 86 Unicoi | | | |
| 03 Benton | 17 Crockett | 31 Grundy | 45 Jefferson | 59 Marshall | 73 Roane | 87 Union | | | |
| 04 Bledsoe | 18 Cumberland | 32 Hamblen | 46 Johnson | 60 Maury | 74 Robertson | 88 Van Buren | | | |
| 05 Blount | 19 Davidson | 33 Hamilton | 47 Knox | 61 Meigs | 75 Rutherford | 89 Warren | | | |
| 06 Bradley | 20 Decatur | 34 Hancock | 48 Lake | 62 Monroe | 76 Scott | 90 Washington | | | |
| 07 Campbell | 21 Dekalb | 35 Hardeman | 49 Lauderdale | 63 Montgomery | 77 Sequatchie | 91 Wayne | | | |
| 08 Cannon | 22 Dickson | 36 Hardin | 50 Lawrence | 64 Moore | 78 Sevier | 92 Weakley | | | |
| 09 Carroll | 23 Dyer | 37 Hawkins | 51 Lewis | 65 Morgan | 79 Shelby | 93 White | | | |
| 10 Carter | 24 Fayette | 38 Haywood | 52 Lincoln | 66 Obion | 80 Smith | 94 Williamson | | | |
| 11 Cheatham | 25 Fentress | 39 Henderson | 53 Loudon | 67 Overton | 81 Stewart | 95 Wilson | | | |
| 12 Chester | 26 Franklin | 40 Henry | 54 McMinn | 68 Perry | 82 Sullivan | | | | |
| 13 Claiborne | 27 Gibson | 41 Hickman | 55 McNairy | 69 Pickett | 83 Sumner | | | | |
| 14 Clay | 28 Giles | 42 Houston | 56 Macon | 70 Polk | 84 Tipton | | | | |
| 99 Statewide - You will be considered for vacancies throughout the state regardless of location. Use this code for county preferences only. | | | | | | | | | |

00 Non-state residents - Use this code for legal county information only.

Use the State of Tennessee map on page 3 to assist you in selecting county preferences.

Attention Applicants: You may retain the instruction sheet for your records. You do not need to submit it with your application.

