



## APPLICATION FOR EMPLOYMENT

Lee University does not discriminate or tolerate harassment in any employment practices or educational programs and activities on the basis of race, color, sex, pregnancy or childbirth, religion, national origin, ancestry, age, disability, genetic information (family medical history), military or veteran status, or any other legally protected class as applicable to a religious organization. All applicants for employment will be considered without regard to any classification protected by federal, Tennessee state constitutional, or statutory law as applicable to a religious organization.

Lee University is a Christian institution founded by and affiliated with the Church of God. As a religiously controlled institution of higher education, the University is exempt from compliance with some provisions of certain civil rights laws. The University prescribes standards of personal conduct that are consistent with its mission and values as a religious organization. Employees are required to comply with the administrative/ support staff handbook.

**POSITION APPLYING FOR:**

**DATE:**

Directions: Type or print in blue or black ink. Answer all questions which are applicable. Please do not state "See Resume".

### PERSONAL INFORMATION

Last Name	First Name	Middle	Telephone No.
Address		City	State
			Zip
Email Address		Social Security No.	

Are you eligible to work in the U.S? ☐ Yes ☐ No

Are you at least 18 years old? ☐ Yes ☐ No

Have you ever been employed by Lee University? ☐ Yes ☐ No

If yes, from \_\_\_\_\_ to \_\_\_\_\_ Job Title(s): \_\_\_\_\_

Have you ever been convicted of a felony? ☐ Yes ☐ No

If yes, please give the conviction date and nature of offense. \_\_\_\_\_

Are you related to any Lee University employee? ☐ Yes ☐ No

If yes, Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Type of employment desired: ☐ Full Time ☐ Part Time ☐ Temporary ☐ Seasonal

### EMPLOYMENT INFORMATION

1. If offered a position, when can you report for work? \_\_\_\_\_
2. Desired Salary \_\_\_\_\_
3. Can you work overtime, including weekends? ☐ Yes ☐ No
4. Have you applied to Lee University before? ☐ Yes ☐ No If yes, when? \_\_\_\_\_

5. Have you ever been terminated from employment or asked to resign by an employer?

☐ Yes ☐ No If yes, please provide company name and details \_\_\_\_\_  
\_\_\_\_\_

6. Are you currently employed? ☐ Yes ☐ No. If yes, please complete the information below.

Employer's Name \_\_\_\_\_ Phone # \_\_\_\_\_

Street Address \_\_\_\_\_ Start Date \_\_\_\_\_

City, State, and Zip \_\_\_\_\_ End Date \_\_\_\_\_

List jobs you held, duties performed, skill used or learned, advancements and promotions. \_\_\_\_\_  
\_\_\_\_\_

Supervisor's Name \_\_\_\_\_ Starting Salary \_\_\_\_\_ Ending Salary \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

May we contact your current employer? ☐ Yes ☐ No

## EDUCATION

School	Name and location	Degree Received	Major/Subjects Studied
High School			
College or University			
Graduate Studies			
Trade School or Specialized Training			
Other (Specify)			

## CREDENTIALS

	Name	Number	Expiration Date
License or Certifications			
Other Credentials			
Professional Memberships			

## EMPLOYMENT HISTORY



Excluding current employer from front page, please provide your last ten (10) years of employment history, including periods of unemployment, starting with the most recent and working backwards in time. A resume may be attached but will not be accepted in lieu of completing employment record.

Company		Name of Supervisor	
Address	Job Title	Starting Salary	
City, State, and Zip Code		Ending Salary	
Phone Number	Start Date	End Date	
Reason for leaving (be specific)			
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No			
List jobs you held, duties performed, skills used or learned, advancements, or promotions.			

Company		Name of Supervisor	
Address	Job Title	Starting Salary	
City, State, and Zip Code		Ending Salary	
Phone Number	Start Date	End Date	
Reason for leaving (be specific)			
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No			
List jobs you held, duties performed, skills used or learned, advancements, or promotions.			

Company		Name of Supervisor	
Address	Job Title	Starting Salary	
City, State, and Zip Code		Ending Salary	
Phone Number	Start Date	End Date	
Reason for leaving (be specific)			
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No			
List jobs you held, duties performed, skills used or learned, advancements, or promotions.			

Company		Name of Supervisor	
Address	Job Title		Starting Salary
City, State, and Zip Code			Ending Salary
Phone Number	Start Date	End Date	
Reason for leaving (be specific)			
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No			
List jobs you held, duties performed, skills used or learned, advancements, or promotions.			

Do you have any special skills, experience and/or training that would enhance your ability to perform the position applied for? If yes, explain.

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### ADDITIONAL EXPERIENCE

<b>Special Skills</b> _____ <b>U.S. Military Service</b> _____ <b>Rank</b> _____
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### REFERENCES

Provide three references that do not include former employers or relatives.

Name	Phone	Email	Relationship	Years Acquainted

### PLEASE READ AND SIGN BELOW

The facts set forth in my application for employment are true and complete. I understand that if employed, any false statement on this application may result in my dismissal. I further understand that this application is not and is not intended to be a contract of employment, nor does this application obligate the employer in any way if the employer decides to employ me. I understand and agree that my employment is at-will and can be terminated by either party with employment for any specified period of time or to make any agreement contrary to the foregoing and then only in a writing signed by an officer.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using such information in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I also understand that if I am hired, I will be required to provide proof identity and legal authority to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Lee University prohibits discrimination on the basis of sex in accordance with federal requirements under Title IX as applicable to a religious organization. This extends to employment and admissions and also includes sexual harassment based on sex.

Questions regarding Title IX, filing a report, or concerns about noncompliance can be directed to Lee University's Title IX Coordinator, the Office of Civil Rights, or both.

Lee University  
Kate Chapman, Title IX Coordinator  
Email: [kchapman@leeuniversity.edu](mailto:kchapman@leeuniversity.edu)  
Phone: (423) 614-8699  
Office: LSS 104

U.S. Department of Education  
Office of Civil Rights  
Email: [OCR@ed.gov](mailto:OCR@ed.gov)  
Phone: (800) 421-3481

*For more information about our grievance procedures and policies, please visit our website at [www.leeuniversity.edu/titleix](http://www.leeuniversity.edu/titleix).*

*Additionally, you can review our policy at [www.leeuniversity.edu/titleix/policy](http://www.leeuniversity.edu/titleix/policy).*