

FOR OFFICE USE ONLY		FOR OFFICE USE ONLY	
Possible Work Locations	Possible Positions	Work Location _____	Rate _____
		Position _____	Date _____



# 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, 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 administrative/support staff handbook.

(Please Print Clearly)

**PERSONAL** Date \_\_\_\_\_

Name \_\_\_\_\_

Social Security No. \_\_\_\_\_ Telephone No. \_\_\_\_\_

Address \_\_\_\_\_

Are you legally eligible for employment in the U.S.A.?  Yes  No If hired, you are required to submit proof of eligibility to work in the U.S.A.

Are you over the age of eighteen?  Yes  No If no, hire is subject to verification that you are of minimum legal age.

Are you able to meet the attendance requirements of the position? \_\_\_\_\_

Position(s) applied for: \_\_\_\_\_

Type of employment desired:  Full Time  Part Time  Temporary  Seasonal  Educational Co-Op

Will you work overtime if required?  Yes  No If no, please explain \_\_\_\_\_

Have you ever been Bonded? \_\_\_\_\_

Were you previously employed by us?  Yes  No If yes, when? \_\_\_\_\_

If your application is considered favorably, on what date will you be available for work? \_\_\_\_\_

Are there any other job related experiences, skills, or qualifications which will be of special benefit in the job for which you are applying? \_\_\_\_\_

Have you been convicted of a major crime (felony) in the past 5 years?  Yes  No (Do not answer Yes if the conviction has been pardoned, annulled, expunged, sealed, or impounded by a court.)

If yes, please give the conviction date and nature of the offense. \_\_\_\_\_ A conviction record will not necessarily bar employment.



## EMPLOYMENT HISTORY

List below present and past employment, beginning with your most recent

I	Name and Address of Company and Type of Business	From		To		Weekly Starting Salary	Weekly Last Salary	Reason for Leaving	Name of Supervisor
		Mo.	Yr.	Mo.	Yr.				
		Describe the work you did:							
	Telephone								

II	Name and Address of Company and Type of Business	From		To		Weekly Starting Salary	Weekly Last Salary	Reason for Leaving	Name of Supervisor
		Mo.	Yr.	Mo.	Yr.				
		Describe the work you did:							
	Telephone								

III	Name and Address of Company and Type of Business	From		To		Weekly Starting Salary	Weekly Last Salary	Reason for Leaving	Name of Supervisor
		Mo.	Yr.	Mo.	Yr.				
		Describe the work you did:							
	Telephone								

IV	Name and Address of Company and Type of Business	From		To		Weekly Starting Salary	Weekly Last Salary	Reason for Leaving	Name of Supervisor
		Mo.	Yr.	Mo.	Yr.				
		Describe the work you did:							
	Telephone								

I hereby give permission to contact the employers listed above concerning my prior work experience as indicated below.

Employer I?  Yes  No

Employer II?  Yes  No

Employer III?  Yes  No

Employer IV?  Yes  No

Signature: \_\_\_\_\_



## RECORD OF EDUCATION

School	Name and Address of School	Course of Study	Circle Last Year Completed				Did You Graduate?	List Diploma or Degree
Elementary		X	5	6	7	8	<input type="checkbox"/> Yes <input type="checkbox"/> No	X
High			1	2	3	4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
College			1	2	3	4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other (Specify)			1	2	3	4	<input type="checkbox"/> Yes <input type="checkbox"/> No	

## PERSONAL REFERENCES (Not Former Employers or Relatives)

Name and Occupation	Address	Phone Number

## ADDITIONAL INFORMATION

List professional, trade, business or civic associations and any offices held (exclude memberships that would reveal race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, veteran/reserve, National Guard or any other similarly protected status).

ORGANIZATION	OFFICES HELD

May we telephone you to follow up on this application at home?     Yes    No   If yes, what is the best time to call? \_\_\_\_\_

May we telephone you to follow up on this application at work?     Yes    No   If yes, what is the best time to call? \_\_\_\_\_

What is your business telephone number? \_\_\_\_\_

## 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 or without notice, at any time, for any reason or no reason. No one other than an officer of the Company has any authority to enter into any agreement for 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 of 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.



**APPLICANT- Do not write on this page**

**FOR INTERVIEWER'S USE**

INTERVIEWER	DATE	COMMENTS

**FOR TEST ADMINISTATOR'S USE**

TESTS ADMINISTERED	DATE	RAW SCORE	RATING	COMMENTS AND INTERPRETATION

**REFERENCE CHECK**

*Position Number	RESULTS OF REFERENCE CHECK	*Position Number	RESULTS OF REFERENCE CHECK
I		IV	
II			
III			

\*See Page 2

Lee University prohibits discrimination based on 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  
Kelsey Baker, Title IX Coordinator  
Email: [kbaker@leeuniversity.edu](mailto:kbaker@leeuniversity.edu)  
Phone: (423) 473-3817  
Office: CEN 117

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) .*