



Thank you for your interest in the First Tennessee Development District.

Please complete and e-sign this application and then upload it, along with your resume and cover letter, using the [application submission form](#) available on the Jobs page of the FTDD web site.

If you have any questions about the application, please feel free to contact us at (423) 928-0224 or submit an inquiry through the [Contact Us](#) page of the site.

The First Tennessee Development District considers applications for every position without regard to race, color, religion, creed, gender, nationality, age, disability, sexual orientation, citizenship status, genetic information or any other legally protected status.

Position Applied for \_\_\_\_\_

How did you hear about us?

- Advertisement
- Relative
- Inquiry
- Employment Agency
- Friend
- Other \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Country: \_\_\_\_\_ Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Best time to contact you: \_\_\_\_\_  A.M.  P.M.

If you are under 18 years of age, can you provide required proof of your eligibility to work?

- Yes
- No
- Not Applicable

Have you previously filed an application with us?

- Yes
- No

If "Yes", please provide the date of your prior application. \_\_\_\_\_



Do you have any relatives who currently work for the FTDD?

- Yes  No

Are you currently employed?

- Yes  No

May we contact your current employer?

- Yes  No  Only if being considered.

Are you prevented from lawfully becoming employed in this country because of VISA or Immigration Status?

*Proof of citizenship or immigration status will be required upon employment*

- Yes  No

Please provide the date you will be available for work:

(MM/DD/YYYY)

\_\_\_\_\_

Please provide your desired salary range:

\_\_\_\_\_

Are you currently on "lay-off" status and subject to recall?

- Yes  No

Can you travel if the job requires it?

- Yes  No

If so, please check all that apply:

- Overnight  
 Extended period(s)



Please provide the following information for each of the educational institutions that you attended and specify the type of degree earned for each.

Name of High School Attended? \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Years Completed? \_\_\_\_\_ Degree Earned: \_\_\_\_\_

Did you graduate?  Yes  No

Name of Undergraduate College Attended? \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Years Completed? \_\_\_\_\_ Degree Earned: \_\_\_\_\_

Did you graduate?  Yes  No

Name of Graduate School/Program Attended? \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Years Completed? \_\_\_\_\_ Degree Earned: \_\_\_\_\_

Did you graduate?  Yes  No

Additional Educational Information



Please outline your work history starting with your present or most recent job. Include any job related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

1. Employer: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_

Rate of Pay: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Work Performed

2. Employer: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_

Rate of Pay: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Work Performed



3. Employer: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_

Rate of Pay: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Work Performed

4. Employer: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_

Rate of Pay: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Work Performed

Please list any additional qualifications or relevant certifications.



Please provide the names and contact information for three personal or professional references.

1. Reference _____	<input type="radio"/> Personal	<input type="radio"/> Professional	<input type="radio"/> Other
Organization: _____	Phone Number: _____	E-mail: _____	

2. Reference _____	<input type="radio"/> Personal	<input type="radio"/> Professional	<input type="radio"/> Other
Organization: _____	Phone Number: _____	E-mail: _____	

3. Reference _____	<input type="radio"/> Personal	<input type="radio"/> Professional	<input type="radio"/> Other
Organization: _____	Phone Number: _____	E-mail: _____	

Applicant's Statement

I certify that answers given herein are true and complete.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with the First Tennessee Development District is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge the Employee at any time with or without cause.

In the event of employment, I understand that false or misleading information given in my application or interview may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the First Tennessee Development District.

Applicant's Signature: \_\_\_\_\_