



Add cover letter, resume and submit to:
Human Resources
 Great Smoky Mountains Institute at Tremont
 9275 Tremont Road • Townsend, TN 37882
 Ph: 865-448-6709 • Fax: 865-448-9250

APPLICATION FOR EMPLOYMENT

INSTRUCTIONS: Print clearly in black or blue ink. Answer all questions. Sign and date the form.

Last Name:		First Name:		MI
Current address:			City/State:	Zip:
How Long?	Home Phone:		Work Phone:	
Social Security # (optional)				
Position applied for:			Date available to begin work:	
How did you hear about this job opening?				
Salary Desired:				
If less than 18, do you have certificate of age or employment?				
Are you eligible to work in the US?			Do you have a valid drivers license?	
Have you been convicted of or pleaded guilty to a felony?				
If yes, give dates and explanation				

EDUCATION

TYPE OF SCHOOL	NAME OF SCHOOL	ADDRESS	NUMBER OF YEARS COMPLETED	MAJOR & DEGREE(S)

SPECIAL SKILLS AND QUALIFICATIONS: List job-related licenses, skills, training, honors, awards, and special accomplishments.

WORK HISTORY

Please list your work experience beginning with current or last position.

Dates of employment:	Position held
Employer:	Starting Salary:
Address:	Finishing Salary:
Supervisor name:	
Phone:	
Reason for leaving:	
List duties performed, skills used, advancements or promotions:	

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Phone:	
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List duties performed, skills used, advancements or promotions:	

May we contact your present employer? Yes _____ No _____

REFERENCES: List two past supervisors and one non-relative person

Name	Title/relationship	Phone number	Occupation

An application form sometimes makes it difficult for an individual to adequately summarize a complete background. Use the space below to include any additional information necessary to describe your full qualifications for the specific position for which you are applying.

I certify that all elements of the personal data I have provided are true, accurate and complete. I understand and agree that any omission, false statement, misleading statement, or answer made by me on paper or during interviews will be sufficient grounds for rejection of employment and justification for discharge from GSMIT after employment. I understand that my employment may be contingent upon receipt of an alien registration number, verification of birth, a criminal and driving record background check and any other pertinent information bearing upon my employment.

Date _____

Signature _____