SUPREME COURT OF TENNESSEE
Administrative Office of the Courts
Nashville City Center, Suite 600
511 Union Street
Nashville, Tennessee 37219

An Equal Opportunity Employer

Application for Employment

Notice:

The Supreme Court 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.

To receive proper consideration, ALL questions must be answered. Unsigned applications will be returned to the applicant.

Please Type or Print clearly

Position Requested	*Telephone*	*Date*
Last Name	*First Name*	*Middle Name*
Current Address *Number* *Street*	*City*	*State* *Zip Code*

1. When can you begin work? _____
2. What are your salary requirements? _____ Negotiable
3. Are you over the age of 18? ☐ Yes ☐ No
4. Do you have a legal right to work and remain in the United States? ☐ Yes ☐ No
5. Have you been dismissed or forced to resign from employment? ☐ Yes ☐ No

If yes, please describe in full:

EDUCATION

High school name and address	*Course of study*	*Number of years attended*	*Highest grade completed* 9 10 11 12 GED
College name and address	*Course of study*	*Number of years attended*	*Number of years completed* 1 2 3 4
Diploma or degree received:			
Other College/School Name and address	*Course of study*	*Number of years attended*	*Number of years completed* 1 2 3 4
Diploma or degree received:			

EMPLOYMENT HISTORY

Give names and addresses of previous employers (including civil service). List in order with current or last employer first. If you are now working, give name and address of present employer and state such reason or desire to quit. Also give reason for any lapse of time between periods of employment.

A. Employed: From Mo.____ Yr.____ to Mo.____ Yr. ____ Title of position _____ Starting Salary_____ Last Salary _____ Reason for Leaving_____ Name and address of employer _____ _____ Number of employees you supervised _____ Name and title of your immediate supervisor	Describe your duties: _____ _____ _____ _____ _____
B. Employed: From Mo.____ Yr.____ to Mo.____ Yr. ____ Title of position _____ Starting Salary_____ Last Salary _____ Reason for Leaving_____ Name and address of employer _____ _____ Number of employees you supervised _____ Name and title of your immediate supervisor	Describe your duties: _____ _____ _____ _____ _____
C. Employed: From Mo.____ Yr.____ to Mo.____ Yr. ____ Title of position _____ Starting Salary_____ Last Salary _____ Reason for Leaving_____ Name and address of employer _____ _____ Number of employees you supervised _____ Name and title of your immediate supervisor .	Describe your duties: _____ _____ _____ _____ _____
D. Employed: From Mo.____ Yr.____ to Mo.____ Yr. ____ Title of position _____ Starting Salary_____ Last Salary _____ Reason for Leaving_____ Name and address of employer _____ _____ Number of employees you supervised _____ Name and title of your immediate supervisor	Describe your duties: _____ _____ _____ _____ _____

FIDELITY INFORMATION

1. Have you ever been convicted, forfeited bond, or are you currently on probation for any felony in a court of law or general court martial? (A felony is defined as an offense punishable by imprisonment for a term exceeding one year.)

   If yes, give details on a separate sheet of paper for each offense. Include (1) date, (2) charge, (3) place, (4) court, and (5) action taken. You must disclose any conviction involving a sentence or suspended sentence. You may omit: (1) any offense committed before your 18th birthday which was finally adjudicated in a juvenile court; (2) any conviction which has been expunged under Federal or state law. A conviction will not necessarily disqualify you from consideration. A conviction will be judged on its own merits with respect to time, circumstances, and seriousness and only to the extent permitted by law.

2. Have you ever worked in a position that required you to be bonded? ☐ Yes ☐ No
   If yes, please describe in full.

3. Is there anything that would prevent you from performing in a reasonable and safe manner the activities involved in the position for which you have applied? ☐ Yes ☐ No

If yes, please explain:

Please read carefully and sign below

I understand and voluntarily agree to the following:

1. The facts set forth in my application for employment are true and complete to the best of my knowledge. I understand that any misrepresentations, omissions or false statements on this application shall be considered sufficient cause for refusal of employment, or if employed, termination from AOC employment.

2. I am a citizen or have a legal right to work and remain in the United States. I will provide identification when required.

3. I authorize and request that all of my present and former employers and those individuals I have listed as personal references furnish information about my employment record, including a statement of the reason for the termination of my employment, work performance, abilities, and other qualities pertinent to my qualifications for employment, hereby releasing them from any and all liability for damages arising from furnishing the requested information.

4. Nothing in this document should be construed as contractual in nature.

Applicant Signature: _____

Date Signed: _____

Voluntary Self-Identification of Race/Ethnicity

As an equal opportunity employer, the AOC is required by federal law to compile data on our entire employee population. We ask you to voluntarily assist us in an effort to provide the most accurate data by checking below the one race/ethnic category with which you most closely identify.

The information you provide will be used solely for reporting and statistical analysis purposes. Although we would greatly appreciate your voluntary cooperation, refusal to complete this form will not subject any applicant to adverse treatment.

_____ Hispanic or Latino
A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

_____ White (not Hispanic or Latino)
A person having origins in any of the original peoples of Europe, North Africa, or the Middle East (not of Hispanic origin).

_____ Black or African – American (not Hispanic or Latino)
A person having origins in any of the black racial groups of Africa.

_____ Native Hawaiian or Other Pacific Islander (not Hispanic or Latino)
A person having origins in any of the peoples of Hawai'I, Guam, Samoa or other Pacific Islands.

_____ Asian (Not Hispanic or Latino)
A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent; including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.

_____ American Indian or Alaskan Native (not Hispanic or Latino)
A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.

_____ Two or More Races (Not Hispanic or Latino)
All persons who identify with more than one of the above six races.

Name: _____

THIS FORM WILL NOT **BECOME A PART OF YOUR PERSONNEL FILE**