



Employment
 Post Office Box 117
 Oak Ridge, TN 37831-0117

Employment Application

Telephone: (865) 576-6051
 Fax: (865) 241-1753
 E-mail: empdept@orau.gov

PERSONAL DATA

Please answer every question completely.

Name (last name first)		Date	Are you at least 18 years of age? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Present address: <i>(street and number)</i>		<i>(city and state)</i>		<i>(zip code)</i>
Permanent address: <i>(street and number)</i>		<i>(city and state)</i>		<i>(zip code)</i>
Present telephone: <i>(include area code)</i> ()	Permanent telephone: <i>(include area code)</i> ()	Other telephone: work, etc. <i>(include area code)</i> ()		
Present fax number: <i>(include area code)</i> ()	Present e-mail address:			
Whom may we contact if you are unable to be reached at the above addresses? <i>(list name, complete address and telephone.)</i>				
Have you ever been investigated for a Security Clearance? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, specify date and type:				
Previously employed by ORAU? <input type="checkbox"/> No <input type="checkbox"/> Yes When? In what capacity?		Do you have relatives employed by ORAU? <input type="checkbox"/> No <input type="checkbox"/> Yes Who? Relationship: See ORAU's Nepotism Policy Statement .		
By whom or how were you referred to ORAU?	Military Service: Branch	Occupation	Rank	Service Dates
U.S. Citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No	If not, indicate country or citizenship and type of visa and classification in passport. If you intend to become a U.S. Citizen, indicate when.			
ORAU employs only U.S. citizens and aliens lawfully authorized to work in the U.S. No one will be permitted to commence employment until an Employment Eligibility Verification (INS Form I-9) is completed and required documents presented to establish authorization to work in the U.S.				

POSITION(S) DESIRED

First choice (Include Job Reference #):		Second choice (Include Job Reference #):		
Third choice (Include Job Reference #):		Fourth choice (Include Job Reference #):		
Date available:	Salary range expected:	How much are you willing to travel? <input type="checkbox"/> Occasionally <input type="checkbox"/> Frequently <input type="checkbox"/> Not at all		
ORAU requires candidates for employment to agree to drug testing and to a medical examination. Drug testing and medical examinations will be conducted after offers of employment are made except in specific circumstances. All drug testing and medical examinations are at the expense of ORAU and are conducted in compliance with applicable state and federal laws and regulations. A determination of the use of illegal drugs will disqualify candidates from employment consideration.				
AN EQUAL OPPORTUNITY EMPLOYER				

SKILLS, EDUCATION AND TRAINING

EDUCATION: List high school or college, graduate school, business college, technical and service schools, apprenticeship training and correspondence schools. Transcript or listing of courses and grades for education beyond high school level may be requested.

School or college (begin with high school)	Number of years attended	Highest grade completed or degree received	Major field	Grade scale	Grade point average

List any certificates and licenses currently held, including driver's licenses.

List other skills and qualifications, and any machines, computer equipment or computer/word processing software on which you are trained and/or experienced.

PARTICIPATION IN OUTSIDE ACTIVITIES, SPECIAL QUALIFICATIONS, PUBLICATIONS, AND PATENTS

This space is provided so that you may list training and experience not covered elsewhere in this application, which you believe specially qualifies you for the type of work for which you have applied. Include research projects, patents and titles of theses, publications, etc. You may, if you wish, also use this space to describe honors, awards, student activities and memberships in business, professional or civic organizations.

REFERENCES

List at least three persons, such as co-workers, who know you well enough to evaluate your abilities, character, skills and background. **Do not list relatives or former supervisors.**

Name	Complete address (include zip code, e-mail address, and phone number)	Occupation

WORK HISTORY

Starting with your current job status, list all the positions you have held and periods when not employed. (Include salary information, military service, and phone numbers and e-mail addresses of supervisors.) If unemployed, please so state under "firm name."

NOTE: Resume does not substitute for application.

Current Status From _____ To _____ Total Years _____ Months _____	Firm Name and Nature of Business	Street Address	City, State, and Zip Code
	Your Title	Name and Title of Supervisor Telephone () E-mail	Reason for Leaving
Salary Start \$ _____ per _____ Final \$ _____ per _____	Describe Duties (include number supervised)		
Dates From _____ To _____ Total Years _____ Months _____	Firm Name and Nature of Business	Street Address	City, State, and Zip Code
	Your Title	Name and Title of Supervisor Telephone () E-mail	Reason for Leaving
Salary Start \$ _____ per _____ Final \$ _____ per _____	Describe Duties (include number supervised)		
Dates From _____ To _____ Total Years _____ Months _____	Firm Name and Nature of Business	Street Address	City, State, and Zip Code
	Your Title	Name and Title of Supervisor Telephone () E-mail	Reason for Leaving
Salary Start \$ _____ per _____ Final \$ _____ per _____	Describe Duties (include number supervised)		
Dates From _____ To _____ Total Years _____ Months _____	Firm Name and Nature of Business	Street Address	City, State, and Zip Code
	Your Title	Name and Title of Supervisor Telephone () E-mail	Reason for Leaving
Salary Start \$ _____ per _____ Final \$ _____ per _____	Describe Duties (include number supervised)		

(application continued on next page)

WORK HISTORY (continued)

Dates From _____ To _____ Total Years _____ Months _____	Firm Name and Nature of Business	Street Address	City, State, and Zip Code
	Your Title	Name and Title of Supervisor Telephone () E-mail	Reason for Leaving
Salary Start \$ _____ per _____ Final \$ _____ per _____	Describe Duties (<i>include number supervised</i>)		

Dates From _____ To _____ Total Years _____ Months _____	Firm Name and Nature of Business	Street Address	City, State, and Zip Code
	Your Title	Name and Title of Supervisor Telephone () E-mail	Reason for Leaving
Salary Start \$ _____ per _____ Final \$ _____ per _____	Describe Duties (<i>include number supervised</i>)		

Dates From _____ To _____ Total Years _____ Months _____	Firm Name and Nature of Business	Street Address	City, State, and Zip Code
	Your Title	Name and Title of Supervisor Telephone () E-mail	Reason for Leaving
Salary Start \$ _____ per _____ Final \$ _____ per _____	Describe Duties (<i>include number supervised</i>)		

EMPLOYMENT PROCESS

ORAU requires that candidates for employment complete an application, undergo interviews, reference checks, employment and education verification; a medical examination/drug screen; and other checks that may be required, such as local police, for a security clearance. To facilitate your consideration for employment, please complete the enclosed "Authorization for Release of Information."

I PREFER THAT YOU NOT CONTACT MY PRESENT EMPLOYER AT THIS TIME.

EMPLOYMENT AT WILL

I understand that this employment application and any other company documents are not contracts of employment, and that any individual who is hired may voluntarily leave employment, and may be terminated by the employer at any time with or without cause or notice. I understand that any oral or written statements to the contrary are hereby expressly disavowed, and should not be relied upon by any prospective or existing employee.

EQUAL OPPORTUNITY POLICY

It is the policy of Oak Ridge Associated Universities to recruit, hire, train and promote persons in all job classifications without regard to race, age, sex, religion, color, national origin, mental or physical disability, or special disabled or Vietnam era or other eligible veteran status.

CERTIFICATION

I understand that if I am employed, any misrepresentation or material omission of facts on this application form or other employment documentation is sufficient cause for dismissal.

I certify that to the best of my knowledge all information contained in this application is accurate. My signature or typed name shall be deemed an original authorization and shall be accepted as such.

I, _____, certify the accuracy of this information. Today's date: _____