



HIGHLAND RIM ECONOMIC CORPORATION

JILL ORTAGO, EXECUTIVE DIRECTOR

Items to Accompany Employment Application

1. Three letters of Recommendation

-
- Listed from page 2 of the application
- Cannot be a relative or current employee

2. High School/GED Diploma

3. Secondary education transcripts, diplomas and/or certifications

If you are submitting your application via e-mail, follow directions by browser you are using:

Internet Explorer with Adobe Installed:

1. Fill out Form as provided.
2. When finished, click "Save as Copy", the disk in the upper left hand corner underneath tabs in preferred location.
3. Attach file to preferred e-mail provider.

Microsoft Edge/Google Chrome/Firefox: (Adobe Reader Required)

1. Download file to Hard Drive in preferred location.
2. Close the browser.
3. Navigate to file location and double-click file to open in Adobe Reader.
4. Fill out form as provided.
5. Click on Disk in upper right hand corner of the document to save copy.
6. Attach file to preferred e-mail provider.

Email to: Bethany Finch

bfinch@hghIndrim.org

Fax to: 931.289.5311

Mail to: Highland Rim Economic Corporation

P.O. Box 208

Erin, TN 37061

Attn: B. Finch

Highland Rim Economic Corporation Employment Application

Highland Rim Economic Corporation is an Equal Employment Opportunity Employer. No question on this application is used for the purpose of discriminating, limiting, or excusing any applicant's consideration for employment on a basis prohibited by local, state, or federal law.

PLEASE PRINT IN INK OR TYPE. RESUMES MAY BE ATTACHED BUT MAY NOT SUBSTITUTE THIS FORM

Applying for Position(s) of:		
Enter your first, middle, and last name exactly as it appears on your social security card.		Date of Application
First Name	Middle Name/Initial	Last Name
Street Address	Mobile Number	Home or Msg Number
City, State, Zip	E-mail Address	
TN Driver License & Class or ID #	Minimum Salary/Wage Accepted	

Do you have an automobile with insurance? YES NO *Proof of Insurance may be required, depending on position.*

Are you legally eligible to work in the USA? YES NO *Proof will be required if hired.*

Any relatives employed with HREC? YES NO If yes, relative's _____ Relationship: _____

Are you a former or current parent of a child enrolled in the Head Start Program? YES NO

If yes, name of Head Start center where child(ren) enrolled: _____ Year Enrolled: _____

I am available to work (check all that apply): Part-Time Full-Time Temporary Up to _____ hours per week.

I am willing to work **ONLY** in the following Counties: Check box(es):

Humphreys Stewart Dickson Houston

PLEASE LIST EMPLOYMENT HISTORY BELOW FOR THE PAST 10 YEARS STARTING WITH CURRENT/ MOST RECENT

CURRENT/LAST EMPLOYER: _____ Address: _____ Telephone Number: _____ Employed From: (Mo./Yr.) _____ to (Mo./Yr.) _____ Supervisor: _____ Reason for leaving or wanting to leave: _____	Position Held: _____ Duties Performed: _____
CURRENT/LAST EMPLOYER: _____ Address: _____ Telephone Number: _____ Employed From: (Mo./Yr.) _____ to (Mo./Yr.) _____ Supervisor: _____ Reason for leaving or wanting to leave: _____	Position Held: _____ Duties Performed: _____
CURRENT/LAST EMPLOYER: _____ Address: _____ Telephone Number: _____ Employed From: (Mo./Yr.) _____ to (Mo./Yr.) _____ Supervisor: _____ Reason for leaving or wanting to leave: _____	Position Held: _____ Duties Performed: _____

May we contact the above employers? YES NO - Explain Below All except: _____

Why not: _____

EDUCATION AND TRAINING

NOTE: Please attach copies of any degrees.

School	Name and Location (City/State)	No. of years completed	Did you graduate?	Degree(s)	Major
High School			Yes <input type="checkbox"/> No <input type="checkbox"/>	Diploma <input type="checkbox"/> GED <input type="checkbox"/>	
College(s) University			Yes <input type="checkbox"/> No <input type="checkbox"/>	AA <input type="checkbox"/> AS <input type="checkbox"/> BA <input type="checkbox"/> BS <input type="checkbox"/> MA <input type="checkbox"/> MS <input type="checkbox"/> Other _____ <i>Attach copies</i>	
Vocational or other Certifications					

SKILLS/ABILITIES

In what language(s) are you **FLUENT**? **English:** Speak Read Write **Spanish:** Speak Read Write
Other(s): _____ Typing (net wpm) _____ Ten Key By Sight By Touch
 With what computer programs and/or software are you knowledgeable and experienced? _____

 Other skills/abilities: _____
 What are your career goals? _____

PERSONAL EMPLOYMENT REFERENCES

PLEASE LIST THREE PERSONS, NOT RELATED TO YOU or current employees of HREC, WHO HAVE KNOWLEDGE OF YOUR PERSON, WORK ETHIC, AND/OR JOB QUALIFICATIONS.

1.	_____	_____	_____
	NAME	OCCUPATION	TELEPHONE
2.	_____	_____	_____
	NAME	OCCUPATION	TELEPHONE
3.	_____	_____	_____
	NAME	OCCUPATION	TELEPHONE

HOW DID YOU LEARN OF THIS POSITION?

- Job Announcement Flyer Advertisement (*specify source*) _____
 Website A Friend or Relative Other (*specify*) _____

APPLICANT'S CERTIFICATION AND AGREEMENT

I certify that the facts set forth in this Application for Employment are true and complete to the best of my knowledge. I understand that if I am employed, false statements may result in dismissal, regardless of the time elapsed before discovery. I hereby authorize HREC, by signing below, to make an investigation of any facts and all references set forth in this application. I hereby release HREC from liability and its representatives for seeking such information and all other persons, corporations or organizations for furnishing such information. I further understand that all persons considered for a position in the Head Start Program or one that requires frequent and routine contact with children will be required to undergo a state and federal criminal record clearance prior to and as a condition of employment. ***I also understand that qualified current or former Head Start parent candidates shall receive priority when filling a Head Start position.***

APPLICATION MUST BE COMPLETE, SIGNED, AND DATED TO BE CONSIDERED.

APPLICANT'S SIGNATURE

DATE 06/01/18

Highland Rim Economic Corporation

DISCLOSURE/AUTHORIZATION INVESTIGATIVE FORM

In connection with employment opportunities, Highland Rim Economic Corporation may request investigative information from various federal, state, and other agencies, including public and private sources which maintain public records concerning your past activities relating to your driving record, criminal record, civil matters, previous employment, educational background and professional licensing, if any.

AUTHORIZATION:

I authorize HREC to obtain any necessary investigative information needed, and I acknowledge that a fax or copy of this Disclosure/Authorization Form bearing my signature shall be as valid as the original. This authorization is valid for all federal, state, county, local agencies and authorities and any consumer information requested at any time during the tenure of my employment with HREC.

Print Name _____

Current Address _____

City _____ State _____ Zip _____ Home Phone _____

DL # _____ State _____

Applicant Signature _____ Date _____

APPLICANT RIGHTS:

I have a right to obtain or to reject a copy of any investigative information obtained by Highland Rim Economic Corporation by checking the appropriate box provided below. Information will be provided to me within seven business days after HREC HR Department, receives the information.

I request to receive a free copy of investigative information by checking this box