



Applicant Number _____
 (To be completed by HR)

Human Resources Department
201 Main Street – Lafayette, TN 37083
 Office (615) 688-9600 Fax (800) 507-0866
 e-mail: national@nctc.com

Application for Employment

	Date Stamp/Card Sent
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Complete all information from this point forward. An incomplete application may disqualify you from further consideration.

Position Title You Are Applying For: _____

Name _____ (Last) _____ (First) _____ (Middle)

Address _____ City _____ State _____ Zip _____

Home Phone (____) _____ Message/Cell (____) _____ Work (____) _____ Email _____

Birthdate: _____ SS#: _____

Are you eligible to work in the U.S.? Yes No Are you over the age of 18? Yes No
 Do you have a valid Tennessee State Drivers License? Yes No

Education and Training

High School Name	Location (City & State)	Graduate/GED <input type="checkbox"/> Yes <input type="checkbox"/> No
College/University Name	Location (City & State)	Years Completed <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4
Major	Degree Title	Graduate <input type="checkbox"/> Yes <input type="checkbox"/> No
College/University Name	Location (City & State)	Years Completed <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4
Major	Degree Title	Graduate <input type="checkbox"/> Yes <input type="checkbox"/> No
Vocational Training Institute	Location (City & State)	Years Completed <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4
Trade/Other Training	Location (City & State)	Years Completed <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4
Valid Professional Licenses	Type and Issuing State	Expiration Date
Personal Computers	Proficient with: <input type="checkbox"/> Microsoft Word <input type="checkbox"/> Excel <input type="checkbox"/> Access <input type="checkbox"/> Outlook <input type="checkbox"/> Power Point	Other Software Used:

Professional References (Do not list relatives)

Name/Title	Employer	Phone
Name/Title	Employer	Phone
Name/Title	Employer	Phone

Signature is Required

I hereby certify, under penalty of perjury in the State of Tennessee, that this application contains no willful misrepresentation and that the information given is true and complete to the best of my knowledge and belief. I understand that falsification of this application will be grounds for elimination from further consideration or, if employed, for dismissal at any time. I authorize my previous employers and all schools or educational and technical institutions that I have attended to furnish American Trust Realty my record, reason for leaving and all information they may have concerning me. I hereby release any such current or former employers or institutions, their agents or employees and American Trust Realty from all liability for any damage whatsoever arising there from. I authorize an investigation of all statements in this application.

Signature _____ Date _____

Work History

Resumes may be attached but will not be accepted as a substitute for completing this section. Beginning with your present or most recent employer, list your work experience for at least the last ten years. Include periods of self-employment, military service, and explain any gaps in employment. Attach separate sheets if needed. Failure to complete this page may result in disqualification.

From (month & year)	Company Name	Position Title
To (month & year)	City	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time # of Hrs _____ May We Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
Salary	Supervisor	Phone
Duties		
Reason for Leaving		

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Salary	Supervisor	Phone
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Salary	Supervisor	Phone
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To (month & year)	City	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time # of Hrs: _____ May We Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
Salary	Supervisor	Phone
Duties		
Reason for Leaving		

Criminal Conviction

American Trust Realty is mindful of its obligation to employ qualified persons and its entitlement under law to consider an applicant's conviction record as it relates to job performance. **A conviction record will not disqualify you for employment unless such record would reasonably affect your fitness for the job for which you have applied.** Have you been convicted of a felony or released from jail within the last ten (10) years, or have you been convicted of a misdemeanor other than minor traffic offenses within the past three (3) years?

Yes No

If yes, please explain

American Trust Realty Workplace Harassment Prevention Statement

THIS SHEET MUST BE COMPLETED, SIGNED AND SUBMITTED WITH EMPLOYMENT APPLICATION.

Applicant understands and agrees that workplace harassment, whether on the basis of sex, race, national origin, age, religion or disabilities will not be tolerated and is cause for immediate discharge. Applicant understands that employees have an affirmative obligation to report any unlawful harassment and they will not be disciplined for the good faith reporting of any incident.

Have you ever been accused or been the subject of an investigation by an employer of unlawful discrimination, workplace violence or a hostile work environment? Yes No

If yes, explain:

Print Name

Signature

Date

AFFIRMATIVE ACTION INFORMATION SHEET

**THIS PAGE WILL BE REMOVED FROM THE APPLICATION AND KEPT SEPARATELY.
INFORMATION TO BE USED BY HUMAN RESOURCES ONLY AND
WILL NOT BE FORWARDED TO THE HIRING AUTHORITY.**

Position Title You Are Applying For _____

Name _____ (Last) _____ (First) _____ (Middle)

Recruitment Information

How did you learn about this position opening?	
Referral Agency (Name)	
Newspaper (Name)	
Magazine/Journal (Name)	
Job Posting (Where)	
Personal Referral	
Other	

Affirmative Action Data

American Trust Realty is committed to non-discrimination in employment practices. We would appreciate completion of the Affirmative Action information below but completion of this section is voluntary. This information will be kept confidential and will be used for Affirmative Action record keeping purposes only.

Sex Female Male

Ethnic Category (Check one) African American Alaskan Indian Asian Caucasian Hispanic Native American
 Pacific Islander Other: _____

Application Assembly

Please assemble your application materials in the following order:	
First (top)	American Trust Realty Application (including Work History)
Second	Workplace Harassment Prevention Statement
Third	Supplemental Questionnaire (if required)
Fourth	Transcripts (if required)
Fifth	Any additional required application materials
Sixth	Cover Letter (optional)
Seventh	Resume (optional)
Eighth	Reference List (optional)
Ninth	Any additional optional materials (Do not send photographs)
Last	Affirmative Action Information Sheet

Hiring Process

Applicants who submit a complete and timely application will be notified by phone or by mail if they are selected to participate in the testing and/or interviewing stages of the hiring process. **Only those individuals selected for an interview will be contacted. No formal notification will be sent to the other applicants. Incomplete or late applications may not be considered and will not be notified.** Applications are considered late if not received on or before the closing date stated on the job posting. Applications that are faxed or sent by email must follow the application assembly order and originals must be received within five (5) days of the closing date. Application screening will normally begin the first business day following the closing date and may take up to 2 weeks.

Thank you for your interest in employment with **American Trust Realty.**