



Return to either location:  
 1206 White Avenue | 2016 Lake Avenue  
 Phone: 974-0843 | Web: elc.utk.edu

Name	
Address	
Phone	Email Preferred contact method? Text / Email
<b>YOUR AVAILABLE HOURS TO WORK:</b> Check current semester or session	
Fall <input type="checkbox"/>	Spring <input type="checkbox"/> Summer: Session 1 <input type="checkbox"/> Session 2 <input type="checkbox"/> School Age Summer Camp <input type="checkbox"/>
Monday Availability	
Tuesday Availability	
Wednesday Availability	
Thursday Availability	
Friday Availability	
The ELC operates year round and is open from 7:30-5:30 M-F. Occasional evening hours are available for events.	
Are you currently CPR/First Aid certified? Yes No	
We will need to keep a copy of your CPR/First Aid certified card or certificate in our office if you begin working with us.	
Have you ever worked at the University of Tennessee? (current or past) Yes No	
Supervisor _____ Department _____	
<b>NOTE**</b> University Policy: Students may not work more than 20 hours a week total for the university, If a student is continuing their studies at UT after they graduate (i.e. Masters) they are still eligible to work for 20 hours a week. If you have graduated, you are no longer classified as a student.	
<b>CURRENT EDUCATIONAL FIELD</b>	
Expected Degree:	Expected date of graduation from UT:
Experience in the early childhood field:	

**AGREEMENT and WAIVER:** The Department of Education requires all workers to have the following documents and proof of training in their records: Criminal Background Check/ Fingerprinting, National and Tennessee Abuse Registry, Proof of Citizenship (I-9), a completed medical/ physical form, ELC Orientation on policies and DOE Summary of Approval (Licensure) Requirements. By signing below, I agree to complete all forms and release my criminal history & fingerprinting. I understand that I will have to provide two forms of identification and complete the University of Tennessee Disclosure Statement and Authorization of Disclosure. The ELC participates in the UT Alert System and Access System. You will be required to also participate in these systems as an employee with the ELC.

***Rate of pay: \$8.00/hour (with the possibility of an increase dependent on varying performance feedback)***

Signature

Print Name

Date