



**TENNESSEE COLLEGE
OF APPLIED TECHNOLOGY
CRUMP**

Dear Applicant:

A part of the employment selection process at Tennessee College of Applied Technology Crump (TCAT Crump) is for you to go through a background check.

Please complete the enclosed forms and **return to me only**. I will use the three references you listed on your application form to check your references. If you are not selected as one of the top two candidates, these forms will be shredded.

If you have any questions about this part of the selection process, you can contact me on my office phone (731) 632-3393; or mobile phone (931) 279-1119; or by email brian.harris@tcatcrump.edu.

Sincerely,

Brian Harris
Vice President

Attachments



TENNESSEE COLLEGE OF APPLIED TECHNOLOGY CRUMP

Background Check Acknowledgement Form

I hereby authorize Tennessee College of Applied Technology Crump and/or any of its officers, employees, or agents to investigate my background, references, character, education, past employment, and/or any criminal records in order to confirm my qualifications for employment as represented on my resume' and/or application in my employment interview.

Print Name _____

Signature _____

Date _____

Return to

Brian Harris, Vice President
Tennessee College of Applied Technology Crump
PO Box 89, 3070 Highway 64
Crump, TN 38327
brian.harris@tcatcrump.edu
(731) 632-3393
(931) 279-1119 (Mobile)
(731) 632-0850(Fax)
www.tcatcrump.edu

New Hire Information

Information for Processing of Background Screen Reports Only

(To be used for no other purposes)

Full Name _____

Social Security Number: _____ - _____ - _____ Date of Birth: _____

Current Residence Address: _____
(Number & Street) City State Zip

List all Residence Addresses in the Past Seven Years (Use additional Sheet, if necessary)

PART II

Date from - to	Number & Street	City	State	Zip
1.				
2.				
3.				
4.				

PART III

Driver's License Number: _____ State Issued: _____

PART VI

Please supply the following school information (Highest Degree earned):

School: _____ City/State/Zip: _____

Degree: _____

Dates Attended _____
(Start Month/Year) (End Month/Year)

Applicant Authorization for Reference Check

I voluntarily consent to allow Tennessee College of Applied Technology Crump or any of its officers to check my references by contacting any person or entity whom they deem to be an appropriate reference. I understand that these questions may be about my personal and/or educational background, work experience, character, and personality.

Printed Name: _____

Signature: _____

Date: _____

PLEASE PROVIDE A LIST OF THREE (3) PROFESSIONAL REFERENCES BELOW:

Name: _____

Employer: _____

Title: _____ Phone Number: _____

Email address: _____

Name: _____

Employer: _____

Title: _____ Phone Number: _____

Email address: _____

Name: _____

Employer: _____

Title: _____ Phone Number: _____

Email address: _____