

## Undergraduate Internship Opportunities

The West Tennessee Research and Education Center – University of Tennessee

Are you majoring or interested in a science field, but don't know what you might do with it after you graduate? Come gain experience and knowledge in Agricultural Research and Extension at the West TN Research and Education Center in Jackson, TN. Paid summer internships are available to undergraduate students interested in learning about agriculture and the challenges it faces. Interns will gain job-based skills and knowledge in agriculture Research and Extension through hands-on experiences.

Interns will be paired with professors in Plant Pathology, Entomology, Crop Physiology, Weed Science, Agronomy, and Soil Science and Fertility. While each intern will have a 'home' program, everyone will get a rotation in the other disciplines to gain a holistic understanding of agriculture and the Research and Extension efforts that support agriculture.

Applicants need to fill out and submit 1) a UT employment application (below), 2) resume, and 3) a cover letter that briefly explains why you are interested in the program and any previous experience in agriculture or science, and if you have a preferred discipline (Plant Pathology, Entomology, Crop Physiology, Weed Science, Agronomy, and Soil Science and Fertility).

Application materials should be emailed to: Dr. Heather Kelly ([youngkelly@utk.edu](mailto:youngkelly@utk.edu))

# THE UNIVERSITY OF TENNESSEE

## APPLICATION FOR EMPLOYMENT



Date of Application: \_\_\_\_\_

For HR Use Only

Applicant No. \_\_\_\_\_

Position number and title:

\_\_\_\_\_  
\_\_\_\_\_

Please check all applicable options:  Full-time  Part-time  Temporary Date available: \_\_\_\_\_

Name: \_\_\_\_\_  
Last First Middle Initial

( )  
Primary Phone No.,  
Including Area Code

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

( )  
Alternate Phone No.,  
Including Area Code

E Mail Address: \_\_\_\_\_

Other Contact: \_\_\_\_\_

( )  
Phone Number, including Area Code

Name

Address

To aid in our verification efforts, list any other names used while employed, e.g., maiden name, legal name changes, etc.: \_\_\_\_\_

Previous UT or State employee?  Yes  No If yes, please give dates and department/agency:

\_\_\_\_\_

Previous Federal employee?  Yes  No If yes, please give dates and department/agency:

\_\_\_\_\_

Relatives working for UT:

Name

Department

Relationship

Name

Department

Relationship

Please identify how you learned of this position and specify the source below:

- Newspaper       Personal Referral       Professional Journal       Job Fair       Job Line  
 Vacancy List       Internet       Employment Security       UT Employee       Professional Meeting  
 Other

Please specify source: \_\_\_\_\_

**EDUCATION**

Name and Location	From Month/Year	To Month/Year	Major/Degree	Did you graduate?
High School/GED:				
Vocational/Technical School:				
College/University:				
Postgraduate:				
Other:				

Honors: \_\_\_\_\_

Activities: \_\_\_\_\_

If applicable for the position applied for, note any current certificate, license (i.e. driver's license), and/or registration:	_____ _____	Expiration Date: _____ _____
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**Skills:** List any skills, training, or other qualifications that you feel are applicable to the position for which you have applied:

Typing      WPM \_\_\_\_\_       Dictation      WPM \_\_\_\_\_

Specialized word processing or computer-related skills:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Other: \_\_\_\_\_

**Employment:** List present or most recent employment first. List all employment experience including military and volunteer service. Show employment history for the past ten years or from the time you left school (if employed less than ten years). You may attach supporting documents (resume, letters of reference, etc.). If you choose to attach a resume, you may use (See Resume) in the job title and duties section. This information will be used in reference checks necessary for further consideration. Failure to answer all items in the following section may eliminate you from further consideration. If necessary, please attach a supplement page for listing additional employment history.

### EMPLOYMENT HISTORY

Employer	Telephone, including area code	
Address	Salary	
Job Title and Duties	Employed (month and year) FROM	TO
Name of Supervisor	Reason for Leaving	
May we contact: Yes ____ No ____		
Employer	Telephone, including area code	
Address	Salary	
Job Title and Duties	Employed (month and year) FROM	TO
Name of Supervisor	Reason for Leaving	
Employer	Telephone, including area code	
Address	Salary	
Job Title and Duties	Employed (month and year) FROM	TO
Name of Supervisor	Reason for Leaving	
Employer	Telephone, including area code	
Address	Salary	
Job Title and Duties	Employed (month and year) FROM	TO
Name of Supervisor	Reason for Leaving	
Employer	Telephone, including area code	
Address	Salary	
Job Title and Duties	Employed (month and year) FROM	TO
Name of Supervisor	Reason for Leaving	

**References:** List three individuals, other than relatives, whom we can contact. They should have knowledge of your work experience and/or education. (Former employers, supervisors, professors, colleagues, etc.)

Name	Mailing Address and Phone Number	Occupation	Association With You
1.			
2.			
3.			

### CERTIFICATION OF APPLICANT

I certify that all answers to the questions in this application are true, and I further understand that any false statement and/or omission in this application and all other accompanying documentation will be sufficient grounds for rejection of the application or termination of employment. I authorize the University to make any and all necessary and appropriate investigations to verify the information contained herein, including criminal records and work experience checks. I also understand prior to employment, I must provide information related to identity and employability. Failure to provide appropriate documentation for verification of employment eligibility (I-9 form) shall result in immediate termination of employment and/or offer of employment.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

The University of Tennessee does not discriminate on the basis of race, sex, color, religion, national origin, age, disability or veteran status in provision of educational programs and services or employment opportunities and benefits. This policy extends to both employment by and admission to the University. The University does not discriminate on the basis of race, sex or disability in the education programs and activities pursuant to the requirements of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act (ADA) of 1990.

Inquiries and charges of violation concerning Title VI, Title IX, Section 504, ADA or the Age Discrimination in Employment Act (ADEA) or any other referenced policies should be directed to the Office of Equity and Diversity (OED), 1840 Melrose Avenue, Knoxville, TN 37996-3560, telephone (865) 974-2498 (*V/TTY available*) or 974-2440. Requests for accommodation of a disability should be directed to the ADA Coordinator, UT Human Resources, 600 Henley Street, Knoxville, TN 37996-4125.