
The University of Tennessee Career Development Fund

PLEASE NOTE: You must submit your application five weeks prior to the event so that it can processed and approved by the CDFC in advance of the program or activity. Applications are not complete unless a description indicating date, location and cost of the program is attached.

I request that my participation in the following program be supported by the Career Development Fund.

Program: _____

Organization Sponsoring Program: _____

Date of Program: _____ Time: _____ Cost: _____

In the space provided below, briefly describe the program that you wish to attend and how your participation will be beneficial to your career and to the University.

I understand that the Career Development Fund Committee will review this application only after my department head has approved it. I further understand that my department head will be notified of any request that is approved by the Career Development Fund.

APPLICANT NAME (Print)

APPLICANT'S HOME MAILING ADDRESS

6-DIGIT PERSONNEL ID NUMBER

APPLICANT'S JOB TITLE

SIGNATURE

DATE

DEPARTMENT NAME (Print)

COST CENTER

DEPARTMENT HEAD SIGNATURE

DATE

PLEASE FORWARD YOUR APPLICATION TO:

Debbie Mount
The University of Tennessee at Martin
UT Martin Training & Development Office
110 Gooch Hall
Martin, TN 38238
