

Applicant will not write in this space

Name

Grade or Subjects

Date Interviewed

**HAYWOOD COUNTY
SCHOOL SYSTEM
BROWNSVILLE, TENNESSEE**

This application form is designed to help the teacher candidate present all the information concerning his/her preparation and experience which should be considered by the Haywood County Board of Education.

Please prepare the application carefully, giving attention to completeness and accuracy, especially concerning such things as dates, full names, mailing addresses, telephone numbers and area codes.

TEACHER APPLICATION

**HAYWOOD COUNTY SCHOOL SYSTEM
BROWNSVILLE, TENNESSEE 38012**

NAME: _____
 LAST FIRST (MIDDLE OR MAIDEN)

Present
Address: _____
 Number Street City State and Zip

Permanent
Address: _____
 Number Street City State and Zip

Telephone Number: _____ Cell Phone: _____

Social Security Number: _____ Email Address: _____

POSITION FOR WHICH APPLYING:

Grade level(s), (Grades K-6) --- 1st choice _____ 2nd choice _____ 3rd choice _____
Subject(s), (Grades 7-12) --- 1st choice _____ 2nd choice _____ 3rd choice _____
Other preferences (Y/N) ---- Coaching _____
 Special Education _____
 Guidance _____
 Band _____
 Other – Specify _____

PREPARATION

Bachelor Degree (Y/N) _____ Masters Degree (Y/N) _____ Masters + 30 (Y/N) _____
EDAS (Y/N) _____ Doctor Degree (Y/N) _____
Have you taken the National Teacher Examination (Y/N) _____
National Teacher Exam Results _____
Have you taken the Praxis Test(Y/N) _____
Praxis Test Results _____

CERTIFICATION:

Name (As listed on certificate) _____
Kind _____ Number _____
Date Issued _____ Expiration Date _____
Area and/or Areas of
Endorsement _____

SICK LEAVE: (In Tennessee Only)

How many accumulated sick leave days --- _____

EDUCATION

Name of School	Address of School	Degree	Date of Graduation
<u>High School</u>			
<u>College or University</u>			
<u>College or University</u>			
<u>Other Education</u>			

STUDENT TEACHING

SCHOOL & DISTRICT	DATE	SUBJECT/GRADE	SUPERVISING TEACHER
	From To		

TEACHING EXPERIENCE

Name of School	Address Of School	Grade or Subject	Dates of Employment	Number of Years

Why do you desire to leave your present position? Or why did you leave your last position?

I certify that the information given herein is correct to the best of my knowledge and belief, and if employed, I agree to abide by all the policies as set forth by the Board of Education.

Date: _____

Signature of Applicant
(If submitted electronically, can be signed
before personal interview)

Return to:
Haywood County Board of Education
900 East Main Street
Brownsville, TN 38012
eubankst@k12tn.net

Please list 3 references. (2 professional references and 1 personal reference)

- | | | | |
|----|------------|-------|---------------|
| 1. | _____ | _____ | _____ |
| | Name/Title | Phone | email address |
| 2. | _____ | _____ | _____ |
| | Name/Title | Phone | email address |
| 3. | _____ | _____ | _____ |
| | Name | Phone | email address |

HAYWOOD COUNTY BOARD OF EDUCATION
900 East Main Street
Brownsville, TN 38012
(731) 772-9613 – Fax (731) 772-3275

RELEASE FOR BACKGROUND RECORD CHECK

FBI BACKGROUND CHECK WILL BE MANDATORY AT TIME OF EMPLOYMENT

(The cost of a Background Check is \$45.00 paid by the system. Cost is waived if employee works a full year contract.)

Have You Ever Been Convicted of a Misdemeanor or Felony in any State?
YES _____ NO _____

IF "YES" PLEASE GIVE A BRIEF EXPLANATION:

I, _____ do hereby release, hold harmless, and authorize a complete background investigation of any criminal record. I acknowledge that this may be used to determine which position I am able to work in your school district. Any false or incorrect information contained herein could be grounds for an immediate termination.

I will not hold any person or agency completing this investigation responsible for damages caused by information found as a result of this investigation.

Name: _____

Social Security Number: _____

Date of Birth: _____

Date: _____

Signature: _____

(If submitted electronically, can be signed
before personal interview)

APPLICATION FOR EMPLOYMENT
TENNESSEE PUBLIC SCHOOL SYSTEM
HAYWOOD COUNTY BOARD OF EDUCATION

I hereby apply for employment as _____
(teacher, principal, supervisor, other)

In the Haywood County School System beginning _____
(date of school term)

I recognize that, if I am employed, the Board of Education of the said school system will assign or reassign me to a specific position, as the need requires.

I hereby certify that I (have) ____ (have not) ____ been convicted of a misdemeanor or a felony in any state of the United States. If "have" is indicated, explain fully the details of each such conviction on a separate sheet of paper.

I further certify that I (have) ____ (have not) ____ been dismissed from any previous employment for improper or unprofessional conduct, inefficient service, neglect of duty, incompetence, or insubordination as the same are defined in Section 49-5-501 of the Tennessee Code. If "have" is indicated, explain fully the details of each such dismissal on a separate sheet of paper. The employer's nonrenewal of a yearly contract need not be indicated unless the nonrenewal was for cause as listed above.

If my most recent employer were another Tennessee public school system and if my termination were voluntary, I hereby certify that my resignation was, or will be submitted at least 30 days prior to the beginning date stated hereon: or, if within 30 days, that the previous board has waived its right to such notice. A copy of my letter of resignation or of the said board action is attached or will be provided.

KNOWINGLY FALSIFYING INFORMATION REQUIRED ABOVE SHALL BE SUFFICIENT GROUNDS FOR TERMINATION OF EMPLOYMENT AND SHALL ALSO CONSTITUTE A CLASS MISDEMEANOR WHICH MUST BE REPORTED TO THE DISTRICT ATTORNEY GENERAL FOR PROSECUTION.

(date)

(Signed) _____
(If submitted electronically, can be signed before personal interview)

(Tennessee teacher certification number)

(typed or printed name)

(Address) _____

Prospective employees will receive consideration without discrimination because of race, creed, color, sex, age, national origin or handicap.

Tennessee Code Annotated #49-5-413. Investigation of applicants for teaching positions
[Amended effective January 1, 2000. See Compiler's Notes].

- (a) In addition to the requirements of #49-5-406, a local board of education shall require any person applying for a position as a teacher and any person applying for any other position requiring proximity to school children to:
- (1) Agree to the release of all investigative records to the board for examination for the purpose of verifying the accuracy of criminal violation information as required by #49-5-406(a)(1)(A); and
 - (2) Supply a fingerprint sample and submit a criminal history records check to be conducted by the Tennessee Bureau of Investigation.
- (b) [Effective January 1, 2000.] Any reasonable costs incurred by the Tennessee Bureau of Investigation in conducting such investigation of an applicant the first time such applicant applies for a position with a local board of education. The applicant shall be provided a copy of all criminal history records check documentation provided to the local board of education to which the applicant first applies. In lieu of additional criminal history records checks for subsequent applications, the applicant may submit copies of the applicant's initial criminal history records check documentation and shall not be required to pay any additional costs. Any local board of education may reimburse the applicant for the costs of the investigation if the applicant accepts a position as a teacher or any other position requiring proximity to school children. Any local board of education may establish a policy authorizing payments for investigation of an applicant who provide school maintenance, clean up, food service and other such functions other than administrative or teaching functions or duties. A local board of education may pay for an investigation of such applicant regardless of whether the applicant accepts an offer of employment with such board of education.

[Acts 1993, ch. 350, #1; 1996, ch. 843, ##2,3; 1999, ch. 480, ##1,2.]

All inquiries regarding vacancies should be made through the Personnel Department.

Your application will be considered complete when the following items are on file in the Personnel Department.

The following information must be provided at time of personal interview:

- (1) A current copy of your Tennessee Teacher's License, with **endorsement codes displayed**.
 - 1.1. If you are a recent college graduate and you have not received your license, a letter from your college (most probably the Registrar's Office) certifying that your license has been requested will suffice. This document must also verify your endorsement areas.
 - 1.2. When your Tennessee Teacher's License is received, send a copy of the Superintendent's copy immediately to this office.
- (2) A current copy of your Tennessee Teacher's Career Ladder certificate, if you are participant.
- (3) A copy of your official college/university transcript.
- (4) A copy of your Praxis Scores
- (5) A copy of your Highly Qualified Teacher Quality Assurance Page
- (6) Copies of student teaching evaluations (for applicants new to the teaching profession only).
- (7) Copies of teaching evaluations from your previous employer.
- (8) References:
Experienced teachers; one from principal and one from central office supervisor

Non-Experienced teachers; one from co-operating teacher and one from university supervisor
- (9) A completed employment application and resume.
- (10) A completed release for background records check form.

Thank you for your interest in our school system.

Toni Eubanks, Executive Director of Human Resources
Haywood County Schools
eubankst@k12tn.net