

GRUNDY COUNTY BOARD OF EDUCATION

P.O. Box 97

1376 Main Street

Altamont, Tennessee 37301

Phone: 931.692.3467 Fax: 931.692.2188

Web Address: www.grundyschoolsystem.com

APPLICATION FOR PROFESSIONAL EMPLOYMENT

(Incomplete application will not be considered.)

Grundy County School System supports affirmative action and does not discriminate against any applicant for employment based on race, color, religion, sex, national origin, age, disability or veteran status. If you are a person with a disability and require special accommodations to participate in the application or interview process, call 931.692.3467.

NAME _____

DATE _____

PRESENT ADDRESS _____

P.O. Box

Street

City

State

Zip

Telephone Number (s) _____

Social Security Number _____

GRADE LEVEL OR SUBJECT AREA(S) FOR WHICH YOU ARE APPLYING:

First choice _____

Second choice _____

STARTING DATE _____

Date you will be available to start work with the Grundy Schools

PRESENT POSITION _____ AT _____

Subject or Grade

School and Location

Check type(s) of Tennessee License(s) now held: (include photocopies)

OOSTT Apprentice (AT) Career Level I Career Level II Career Level III Professional

Permanent Trade Shop Occupational Education

License Number _____ Issue Date _____ Expiration Date _____

Subjects licensed to teach _____

Areas of Certification _____

STUDENT TEACHING (For applicants with 2 years or less teaching experience); Practicum; Internship; Special Programs Information:

Name of School _____ School System _____

Grade or Subjects _____ Dates _____

Name of Supervising Teacher(s): _____

PROFESSIONAL REFERENCES:

1. Are you registered with a university placement office? __Yes __No

If yes, indicate the following:

Name of Office _____ Name of Institution _____

Address _____

2. List below people we may contact concerning your professional preparation and experience. List only persons who know of your training, experience, or other qualifications for educational service.

Name of reference	Complete mailing address	Phone number	Position

Are you prepared to sponsor any activities that are extra-curricular? Circle the items you would be willing to sponsor:

Cheerleaders Basketball Academic League Yearbook Other: _____

If you are appointed to a position in the Grundy County Schools, you will be required to furnish the following information and materials:

1. The Superintendent's Copy of your current, valid Tennessee Teachers License(s)
2. Verification of all prior teaching experience and active military service (Form DD-214)
3. Official transcripts of all college or university courses
4. You will be expected to have your finger prints prepared and be exposed to a drug test, as well as have a physical examination by a doctor.

Only complete applications will be placed on file for a period of one year for consideration. Applications must be renewed and kept up-to-date to remain active beyond the one-year period.

The Grundy County School System is an Equal Employment Opportunity Employer

Grundy County School System does not discriminate on the basis of race, sex, color, religion, national origin, age, handicap, or veteran status in provision of educational opportunities or employment opportunities benefits. The Grundy County School System does not discriminate on the basis of sex or handicap in its educational programs and activities, pursuant to requirements of Section 504 of the Rehabilitation Act of 1973, Public Law 101-336, respectively. This policy extends to both employment and enrollment in the school system. Complaints of discrimination may be directed to the Grundy County Board of Education, P.O. Box 97, Altamont, Tennessee 37301, or phone 931-692-3467, Ext. 7.

THE FOLLOWING INFORMATION IS REQUIRED BY LAW BY THE STATE OF TENNESSEE

*Be sure you underline the appropriate response in items 2 & 3 below.

1. 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.

*2. I hereby certify that I (**have**) (**have not**) been convicted of a misdemeanor or a felony in any state of the United States. (***Knowingly falsifying information required by Sec. 49-5-406 (a)(1) shall be sufficient grounds for termination of employment and shall also constitute a Class A misdemeanor which must be reported to the District Attorney General for prosecution.**)

If "have" is indicated, explain fully the details of each such conviction on a separate sheet of paper.

*3. 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 non-renewal of a yearly contract need not be indicated unless the non-renewal was for cause as listed above.

4. I hereby certify that my resignation from previous employment was or will be submitted at least 10 days prior to the beginning date stated. If my resignation has not or will not be submitted 10 days prior to date stated, I certify that any board of education that employed me has waived its right to a 10 days' notice. A copy of my letter of resignation or of the said board action is attached or will be provided. (This applies if you are or were employed by another Tennessee public school system and if your termination is or was voluntary.)

5. I am a citizen of the United States, or have complied with the Immigration Reform and Control Act of 1986.

6. I do not have any contagious or communicable disease that may endanger the health of school children. Further, I will submit to examination by a physician as directed by the director of schools.

7. I understand that misrepresentation of any of these certifications may subject me to the penalties prescribed in Sections 49-5-406, 49-5-407, and 49-5-411 of the Tennessee Code.

APPLICANT'S STATEMENT

I certify that answers give herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. Information may be verified by fingerprint sample, a criminal history records check conducted by the Tennessee Bureau of Investigation, or other records check pursuant to Tennessee Code Annotated, Section 49-5-413. I understand the local Board of Education will require an applicant to pay such costs if the applicant is offered and accepts a position as a professional employee.

I waive any and all claims which may arise against the Grundy County Board of Education for the release of reference information.

The applicant understands that neither this document nor any offer of employment from the employer constitutes an employment contract unless a specific document is executed by the employer and employee in writing.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

_____ Date

_____ Signature of Applicant

Type or Print Name

FOR OFFICE USE ONLY

Contacted for interview: Date _____ By _____

Interviewed by: Name _____ Date _____

Name _____ Date _____

Name _____ Date _____