

APPLICATION FOR EMPLOYMENT

MARION COUNTY SCHOOL SYSTEM
204 Betsy Pack Drive – Jasper, Tennessee 37347

AN EQUAL OPPORTUNITY EMPLOYER

Marion County School System is an Equal Opportunity Employer. Our application forms are designed to obtain an applicant's skills, knowledge and abilities based on specific job requirements. Questions are designed to elicit enough data for us to determine an applicant's abilities to successfully perform the job for which she/he is applying.

Date of Application _____

I. IDENTIFYING INFORMATION

Name _____ Phone (____) _____

Address _____

Social Security Number _____

Are you a citizen of the U.S.? _____ Yes _____ No

If no, do you have a legal right to remain and work in the United States?

II. POSITION DESIRED:

A. Teaching
Elementary: _____

Grade Level:
1st choice _____ 2nd choice _____

Subject Area:
1st choice _____ 2nd choice _____

Middle: _____

Grade Level:
1st choice _____ 2nd choice _____

Subject Area:
1st choice _____ 2nd choice _____

Secondary: _____

Grade Level:
1st choice _____ 2nd choice _____

Subject Area:
1st choice _____ 2nd choice _____

Special Education : _____

B. Administration: _____

III. EDUCATIONAL PREPARATION (Applicant should attach official transcript.

Vocational Applicants should attach high school transcript.)

| School | Name | Location | Major | Degree or Diploma Received |
|--------------------|------|----------|-------|----------------------------|
| High School | | | | |
| College/University | | | | |
| Undergraduate | | | | |
| Graduate | | | | |

BUSINESS COLLEGE OR TECHNICAL SCHOOL _____

IV. Please attach, or have forwarded to the Personnel Office, a copy of any Praxis test scores.

V. RECORD OF TEACHER CERTIFICATION (Please list **Tennessee** Certificate ONLY.)

Name as shown on Certificate _____ Certificate No. _____

Kind of Certificate: _____ Date Issued: _____ Expiration Date: _____

Certificate Based on _____ Degree from _____ College

Grades or Subjects Certified to Teach: _____

VI. EXPERIENCE (Begin with the most recent.)

A. Teaching Experience

| Name of School & Location | From | To | Grades/Subjects Taught | Reason for Leaving |
|---------------------------|------|----|------------------------|--------------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

B. Other Work Experience

| Position | Employer (Name, City, State, Zip) | Dates Employed | Reason for Leaving |
|----------|-----------------------------------|----------------|--------------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

VII. EXTRA CURRICULAR ACTIVITIES:

List any extra curricular activities you could sponsor (Coaching, Dept. Chairman, Clubs, etc.)

VIII. AWARDS AND HONORS:

List any awards or honors you have received (Academic, athletic, scholarships, professional recognition, etc.)

IX. MILITARY HISTORY

Have you ever served in the U.S. Armed Forces? Yes _____ No _____

X. WORK REFERENCES (List Previous Employers, Professional Associates, Student-Teacher Supervisor, or submit College Placement File. **The three references should be completed by the persons listed here.**)

Name _____ Position _____ Phone _____

Address _____
No. Street City State Zip Code

Name _____ Position _____ Phone _____

Address _____
No. Street City State Zip Code

Name _____ Position _____ Phone _____

Address _____
No. Street City State Zip Code

XI. IN YOUR OWN HANDWRITING DISCUSS IN PARAGRAPH FORM WHY YOU CHOSE PUBLIC EDUCATION AS A CAREER AND THE GOALS YOU WISH TO ACCOMPLISH. (Include your philosophy and objectives as they relate to the position for which you are applying.)

Are you related to any employee(s) of the Marion County Board of Education? _____ Yes _____ No

If yes, please name the employee(s) and the relationship.

- XII. A. Applicant hereby applies for a position in the Marion County School System, warranting the correctness of the information stated herein to be true and correct, and promises and agrees, if elected and employed in said school system, to do and perform faithfully and efficiently all duties the position carries with it, or are implied.

If my most recent employer was another Tennessee public school system and if my termination was 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.

- B. State law requires you to answer the following questions:

Have you been convicted of a misdemeanor or a felony in the state of Tennessee or in any other state?

Yes _____ No _____

Have you been dismissed for improper or unprofessional conduct, inefficiency, neglect of duty, incompetence, or insubordination?

Yes _____ No _____

- C. I understand that misrepresentation or the purposeful omission of facts called for on this form is reason to disqualify me from further consideration and is grounds for termination if such items are a business necessity. I also understand that all information on this application is subject to investigation by representatives of the Marion County Dept. of Education.

Date _____ Signature _____

- XIII. This form has been designed to strictly comply with State and Federal fair employment practice laws prohibiting discrimination on the basis of an applicant's age, race, creed, color, religion, handicapping, national origin, or sex. Questions directly or indirectly reflecting such status have been included only where needed to determine a bonafide occupational qualification. Notwithstanding these efforts, the Marion County School System does not assume responsibility and hereby disclaims any liability for inclusion in this form, of any questions upon which a violation of State and Federal fair employment practice laws may be based.

- XIV. THIS APPLICATION IS VALID FOR ONE YEAR UNLESS PERSONNEL OFFICE IS NOTIFIED IN WRITING TO RENEW IT. DUE TO THE LARGE NUMBER OF APPLICATIONS WHICH THIS SYSTEM RECEIVES EACH YEAR, INDIVIDUALS SELECTED FOR INTEVIEWS WILL BE CONTACTED BY THE PERSONNEL OFFICE.

MARION COUNTY DEPARTMENT OF EDUCATION

204 Betsy Pack Drive, Jasper, Tennessee 37347
423-942-3434 FAX 423-942-4210

PROFESSIONAL EMPLOYMENT REFERENCE

To: _____
Name (Reference) Street

City State Zip

From: _____
Name (Applicant) Street

City State Zip

I have applied for a position with the Marion County Department of Education and have been asked to provide references. Would you please complete the section below and mail it directly to : Personnel Division, Marion County Department of Education, 204 Betsy Pack Drive, Jasper, Tennessee 37347.

Your prompt response will be greatly appreciated since providing a reference is a critical part of the employment process. Comments will not be revealed to me as I have waived my rights to such review.

Signature

Date

In what relationship did you have the opportunity to form a judgment of this applicant's work?

What is/was the applicant's position in your system? _____

Did you observe classroom work of teacher? Yes _____ No _____

Give actual date of employment: From _____ / _____ To _____ / _____
Month Year Month Year

If applicant was a student teacher, give actual dates under your supervision.

From _____ / _____ To _____ / _____
Month Year Month Year

Why did the applicant leave your system/employ? _____

Would you employ or re-employ this applicant? _____ If not, why? _____

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Month Year Month Year

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From _____ / _____ To _____ / _____
Month Year Month Year

Why did the applicant leave your system/employ? _____

Would you employ or re-employ this applicant? _____ If not, why? _____

Please check in the appropriate column the factors about which you have adequate knowledge. Rate the applicant in relation to all employees or individuals you have known and /or supervised.

| Qualities | Superior Top 5% | Above Average Next 20% | Average Middle 50% | Below Average Lower 25% | Not Observed |
|---|----------------------------|---------------------------------------|-------------------------------|--|-------------------------|
| Exhibits acceptable professional dress, grooming | | | | | |
| Exhibits positive attitude | | | | | |
| Exhibits initiative | | | | | |
| Demonstrates willingness to work | | | | | |
| Uses appropriate verbal communication skills | | | | | |
| Uses appropriate written communication skills | | | | | |
| Demonstrates competency in subject matter | | | | | |
| Demonstrates effective teaching strategies | | | | | |
| Maintains appropriate classroom management and discipline | | | | | |
| Relates to students in an appropriate manner | | | | | |
| Completes assigned tasks promptly and accurately | | | | | |
| Cooperates with school officials and other staff | | | | | |
| Overall effectiveness | | | | | |

General remarks of additional comments regarding points of strength or areas for improvement:

I have personally completed this form and am returning it by mail without revealing its contents to the applicant.

Signature/Title (If Applicable) Telephone Number Date

May we contact you for additional information? Yes No

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Month Year Month Year

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(Continued on next page)

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 204 Betsy Pack Drive . Jasper, TN 37347 . 423-942-3434 . Fax: 942-4210

DISCLOSURE STATEMENT

Print Name: _____

Last

First

Middle

Other Names Used: _____ Dates of Usage: _____

Social Security Number: _____ Date of Birth: _____

Have you ever been arrested or convicted of or do you presently have any pending violations of law other than minor traffic violations? (convictions or pending charges will not be used or considered unless they are substantially related to the particular job.) _____ Yes _____ No

If Yes, please fill in the information below and attach an additional sheet to explain the nature of conviction, if necessary. Attach an additional sheet for more than two (2) convictions.

| | | |
|------------------------------|--------------------------------------|--------------------------------|
| Arrest or Conviction Charge: | Date of Arrest or Conviction Charge: | Court of Arrest or Conviction: |
| City, State: | Fine: | Sentence: |
| Remarks: | Length and Terms of Probation: | Disposition: |

| | | |
|------------------------------|--------------------------------------|--------------------------------|
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| City, State: | Fine: | Sentence: |
| Remarks: | Length and Terms of Probation: | Disposition: |

*CONVICTION means the final judgment of a verdict or a finding of guilty, or a plea of nolo contendere, in any state or federal court of competent jurisdiction in a criminal case, regardless of whether an appeal is pending or could be filed. Conviction does not include a final judgment which has been expunged by pardon, reversed, set aside, or otherwise rendered invalid.

I understand and agree that:

1. The Marion County Department of Education will conduct a criminal background investigation.
2. Until that investigation is completed and reviewed, I am regarded as a conditional employee, if hired.
3. The district shall not be held liable in any respect if my employment is terminated because of false statements, or omissions made by me in this disclosure document. Any omissions or false statements made by me in this disclosure, no matter when discovered, may be grounds for my termination.
4. The \$60 cost of this background check will be paid for by the new employee.

Signature of Applicant

Date

Your signature indicates that you understand the criminal records check procedure and had an opportunity to ask questions.

IMPORTANT NOTICE TO APPLICANTS

—CRIMINAL BACKGROUND CHECK—

FALSIFYING AN APPLICATION

A part of your employment record requires you be fingerprinted and submit to a criminal records check. A prior criminal record may or may not result in your disqualification for employment with the Marion County Department of Education.

Knowingly falsifying information required by §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. You must list on your application for employment ALL misdemeanors, felonies, convictions involving drugs or illegal substances, or other criminal offenses other than non-criminal traffic violations. Be aware that DUI is a criminal offense, not simply a non-criminal traffic violation.

In the event you fail to list any misdemeanors, felonies, convictions involving drugs or illegal substances, or other criminal offenses other than non-criminal violations AND your fingerprint check evidences any of the above, you WILL be terminated and/or have the employment offer rescinded. Therefore, you are cautioned to assure the accuracy of the information you provide on your application for employment before its submission, pursuant to §49-5-413(a).

If employed before your background check is received, such employment will be on a temporary basis only, not to exceed ninety (90) days, pending fingerprint processing, police records check, and determination of compliance with standards of satisfactory references.

DEFINITION OF A CONVICTION

Your failure to report any conviction is grounds for immediate dismissal. A conviction is defined as:

TO FIND A PERSON GUILTY OF A CRIMINAL CHARGE, EITHER UPON A CRIMINAL TRIAL, A PLEA OF GUILTY BY A PERSON, OR A PLEA OF NOLO CONTENDERE, MEANING THAT A PERSON DOES NOT CONTEST THE CHARGES(S). IF A PERSON RECEIVED A SUSPENDED SENTENCE, MEANING HE/SHE WAS AWARDED JAIL TIME BUT DID NOT SERVE THE TIME, THAT IS ALSO A CONVICTION.

It is important that you reveal any and all convictions because the integrity of the Marion County Schools employment process as a child care provider will be upheld. A conviction does not mean you will not be employed. However, applicants must report any and all convictions.