



**Huntingdon Special School District**  
***“A Tradition of Excellence”***  
***Home of the Mustangs and Fillies***

**Mission Statement:**

The mission of the Huntingdon Special School District is to graduate twenty-first century citizens who are creative, competent in communication and problem-solving, career-directed and value-oriented, have the ability to think critically, and who are knowledgeable of technology all the while being interdependent in a global, multicultural society.

**TEACHER APPLICATION**

**HUNTINGDON SPECIAL SCHOOL DISTRICT**  
**MRS. PAT DILLAHUNTY, DIRECTOR OF SCHOOLS**  
**P.O. BOX 648, 585 HIGH STREET**  
**HUNTINGDON, TENNESSEE 38344**

<b>P E R S O N A L</b>	Last Name	First	Middle	Date
	Street Address			Home Telephone ( )
	City, State, Zip			Business Telephone ( )
	E-mail Address			Cellular Telephone ( )
	Have you ever applied for employment with us? <input type="checkbox"/> Yes <input type="checkbox"/> No   If yes: Month and Year _____			Social Security Number
	Position(s) for which application is being made:			When will you be available to begin work?

<b>E D U C A T I O N</b>	Level	Institution	City and State	Major	Degree	Year
	High School					
	Undergraduate					
	Graduate					
	Post-Graduate					

**Licensure**

*Tennessee law requires all professional personnel to hold Tennessee Certification. Individuals are responsible for obtaining and maintaining current certificates. Applications may be secured from the Tennessee State Department of Education, Teacher Licensing, 5<sup>th</sup> Floor, Andrew Johnson Building, 710 James Robertson Parkway, Nashville, TN 37243-0375.*

Do you hold a Tennessee Teaching License?       Yes       No

Do you hold a Teaching License in another state?       Yes       No

If yes, please enclose a copy and complete the information below:

Date License Issued: \_\_\_\_\_      Expiration Date: \_\_\_\_\_

Please list your areas of endorsement:

Areas of Endorsement	Years Experience

**Highly Qualified Status**

*All teachers of core academic subjects (Math, Science, English, Foreign Language and Social Studies) for all grade levels must meet the requirements of the Federal No Child Left Behind Act. Applicants must show proof of their highly qualified status in any core academic area for which they wish to be considered.*

Highly Qualified:     Yes     No

If yes, please explain method for determining highly qualified status and include documentation with this application packet.

**NTE/PRAXIS Examination Scores**

*Tennessee requires passing scores on NTE/Praxis Exams to qualify for a teaching license.*

Copies of my test scores are attached.                       My test scores will be sent directly from Praxis.

**Student Teaching**

*If you completed student teaching within the past three years, or are currently student teaching, please supply the following information:*

School 1: \_\_\_\_\_ Grade(s)/Subject \_\_\_\_\_ Dates \_\_\_\_\_

Supervising Teacher \_\_\_\_\_ Telephone \_\_\_\_\_

College Supervisor \_\_\_\_\_ Telephone \_\_\_\_\_

School 2: \_\_\_\_\_ Grade(s)/Subject \_\_\_\_\_ Dates \_\_\_\_\_

Supervising Teacher \_\_\_\_\_ Telephone \_\_\_\_\_

College Supervisor \_\_\_\_\_ Telephone \_\_\_\_\_

**Teaching Experience – Regular/full-time only – Provide full addresses  
Do not include substitute teaching  
(List in order beginning with most recent)**

<b>1</b>	Name of School	Telephone
	Address	(    ) Employed (Month & Year)
	Principal	From                      To Reason for Leaving
	Grade(s)/Subject(s) Taught and Extracurricular Activities Sponsored	



**Work Experience Other Than Teaching**  
*List Chronologically*

Employer	Complete Mailing Address	Dates	Supervisor's Name and Phone

**References**

*Each applicant must provide the following information to be considered for employment. References who have known you for at least five years and are substantially familiar with your education and work history are preferred.*

Name	Position	Home Phone	Work Phone	Complete Mailing Address

**Additional Information**

Special talents and abilities that will make you especially valuable to the school or school system:

Professional, civic, or other memberships and offices:

Honors and awards received from educational, professional, or civic groups:

Experiences leading or directing youth activities:

Will you accept coaching and/or other supplemented assignments?  Yes  No If yes, list areas of interest:

**In your own handwriting (and no more than two paragraphs) state why you have chosen teaching as a profession, and include your philosophy of education:**

**Declaration**

*Tennessee state law requires each applicant for a position within a school system to make the following declaration:*

Have you ever been asked to resign from a position of employment or been dismissed, fired, discharged, suspended or otherwise subject to disciplinary action?  Yes  No

Have you ever had a teaching license or certificate suspended or revoked?  Yes  No

Have you ever been convicted of any violation of the law other than a minor traffic ticket?  Yes  No

Do you have any criminal charges pending against you or are you currently involved in any criminal proceeding including supervised or unsupervised probation?  Yes  No

***If your answer to any of the above questions is yes, please explain on a separate page and include with this application.***

Have or will you give notice to your present Board of Education thirty days prior to accepting employment with the Huntingdon Special School District?  Yes  No  N/A

Are you now currently under contract for the next school year?  Yes  No Who may be contacted regarding your contractual status? (Please list title, name, address and phone number of responsible person).

**Criminal Background Checks**

Tennessee State Law, TCA 49-5-413 requires that every employee working in proximity to children must complete a Criminal History Records Check. TCA 49-5-13 further states that all school employees must be fingerprinted and have a Tennessee Bureau of Investigation background check completed prior to employment, and as such any or all facts contained in this application may be investigated. This investigation may include, but is not limited to credit, criminal, employment, and/or driving records. This is completed as part of the employee’s intake procedure, and employees must pay the cost of the background check.

**Checklist**

*In order to be considered for employment, the application packet should contain the following:*

- Responses to all areas of the application
- Copies of all transcripts
- Copies of all licenses or proof of eligibility
- Documentation of highly qualified status
- Optional: Cover letter, resume, commendations, etc.
- Copies of all NTE/Praxis scores

**Applicant’s Certification and Release of Liability**

I certify that all information provided in this application is complete and correct to the best of my knowledge. I agree that any falsification will constitute disqualification of my application or grounds for dismissal. I agree that if any information or answers to questions change either before or after employment, I will notify the personnel office in writing immediately. I authorize the Director of Schools or her designee to complete reference checks. I understand that all employees are subject to assignment of duties by the Director of Schools.

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

***Pursuant to the State of Tennessee’s policy of non-discrimination, the Huntingdon Special School District and Huntingdon Board of Education does not discriminate on the basis of race, sex, religion, national or ethnic origin, age, disability, or military service in its policies, or in the admission or access to, or employment in, its programs, services or activities.***