



Huntingdon Special School District
Home of the Mustangs and Fillies

Mrs. Pat Dillahunty
Director of Schools

Support Personnel Application

Huntingdon Special School District
P.O. Box 648
585 High Street
Huntingdon, Tennessee 38344

P E R S O N A L	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 for Which You are Applying
Check all that apply

Teaching Assistant Secretary Maintenance
 Cafeteria Staff Substitute Cafeteria Staff Cafeteria Manager
 Substitute Teacher

Please check school(s) in which you prefer to substitute:

Primary (PK-3) Middle (4-8) High School (9-12)

Educational and Professional Preparation
Please attach copies of high school diploma and/or college transcripts.

Level	Institution	City and State	Major	Degree	Year
High School					
College					
Other					
Other					

Previous Work Experience

List most recent first

Dates (From-To)	Place of Employment	Position & Type of Work	Supervisor & Telephone Number

Personal References

List three (3) who are not relatives

Name	Address	Phone Number	How long have you known this individual?

Additional Information

1. Are you presently employed by another school district in a support staff position? Yes No

If yes, please list school district: _____

2. 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

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

4. 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 either questions two, three, or four is yes, please explain on a separate page and include with this application.

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.

Applicant's Certification

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.