

EDUCATION

Name of School	Address of School	Degree	Date of Graduation
High School			
College or University			
College or University			
Other Education			

TEACHING EXPERIENCE

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

REFERENCES

Name	Address	Position

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

This space is provided for additional information in regard to your interests, abilities, extracurricular activities, experiences, honors, etc. which have a bearing upon your interest in and qualifications for teaching (use back of application if more space is needed)

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.

Return to:
Gregory Bethel, Director of Human Resources
Jackson-Madison County Board of Education
310 North Parkway
Jackson, TN 38305

Signature of Applicant

Date

USE THE BACK OF THIS APPLICATION IF YOU WISH TO GIVE ADDITIONAL INFORMATION.

JACKSON-MADISON COUNTY BOARD OF EDUCATION

**310 N. Parkway
Jackson, TN 38305-2799
(731) 664-2512 - Fax (731) 664-2597**

RELEASE FOR BACKGROUND RECORD CHECK

ALL APPLICANTS ARE REQUIRED TO PAY **\$48.00** FOR THE COST OF THE BACKGROUND RECORD CHECK. THE TENNESSEE BUREAU OF INVESTIGATION (TBI) WILL BE CONDUCTING THE INVESTIGATION. YOU MUST PAY WITH A **MONEY ORDER**, MADE PAYABLE TO “**COGENT**”. WE WILL EXPECT PAYMENT WHEN YOU ARE BEING CONSIDERED FOR EMPLOYMENT. **DO NOT PURCHASE A MONEY ORDER** FOR THE \$48.00 WHEN YOU ARE INITIALLY APPLYING FOR A POSITION.

I, _____, (please print) 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: _____

APPLICATION FOR EMPLOYMENT

TENNESSEE PUBLIC SCHOOL SYSTEM JACKSON-MADISON COUNTY BOARD OF EDUCATION

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

In the named 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 A MISDEMEANOR WHICH MUST BE REPORTED TO THE DISTRICT ATTORNEY GENERAL FOR PROSECUTION.

(date)

(signed) _____

(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.]

FEDERAL COURT ORDER RELATED DATA (RE: Civil Action
No. C-1327)

Your assistance in completing the information below will provide the information needed for us to comply with our Federal Court Order.

Please check at the appropriate place:

Race

___ White (Caucasian)

___ Black (African American)

___ Hispanic

___ Asian/Asian American/Pacific Islander

___ Alaskan Native

___ Native American Indian

(letterhead paper)

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.

- (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 a participant.
- (3) A copy of your college/university transcript.
- (4) Copies of student teaching evaluations (for applicants new to the teaching profession only).
- (5) References, one of which must be your immediate past supervisor and one from your present supervisor.
- (6) A completed employment application and resume.
- (7) A completed release for background records check form.
- (8) A copy of your original social security card with your current name on it.

Thank you for your interest in our school system.

Sincerely,

Gregory Bethel
Director of Human Resources

GB:kb