

Date Submitted: _____ Name: _____

Applying for: (Check all that apply)

- Educational Assistant Secretary Maintenance Cafeteria Staff
 Substitute Teacher Substitute Cafeteria Staff Cafeteria Manager

Please check all school(s) in which you would be willing to work.

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

Huntingdon Special School District

Expecting More, Doing More, Achieving More



The mission of the Huntingdon Special School District is to prepare our students to value diversity, walk with high character and integrity, develop the mindset of improving our community and world, and to acquire the knowledge that can change lives and make dreams become a reality.

HUNTINGDON SPECIAL SCHOOL DISTRICT
DR. JONATHAN KEE, DIRECTOR OF SCHOOLS
P.O. BOX 648, 585 HIGH STREET
HUNTINGDON, TENNESSEE 38344

SUPPORT STAFF APPLICATION

PERSONAL

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

EDUCATION AND PROFESSIONAL PREPARATION

Please attached copies of high school diploma and/or college transcript

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	Supervisor/Phone

REFERENCES

List three (3) who are not relatives

Name	Address	Phone	How long have you known this person?

Additional Information

1. Are you presently employed by another school district in a support staff position?

Yes No

If yes, where: _____

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

If yes, explain:

3. Have you ever been convicted of any violation of the law other than a minor traffic ticket?

Yes No

If yes, explain:

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 yes, explain:

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 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 his 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.