

Franklin County Schools

215 South College Street
Winchester, TN 37398

Phone (931) 967-0626

Fax - (931) 967-7832

Website - www.fcstn.net

Instructions to Applicants for Substitute Teacher

(Read Carefully)

We appreciate your interest in the Franklin County Schools. In order to facilitate the application process, please read and follow these instructions.

1. Your application is considered complete when we are in receipt of the following:
 - a. The application form completed in its entirety. (Complete addresses and phone numbers must be included where requested).
 - b. Official transcripts of all academic work completed. (Please attach transcript if you have completed any university level work. If not, attach high school transcript, copy of diploma, or GED.)
2. All applications will be reviewed for completeness. Complete applications will be considered for initial screening and/or interviews depending on system needs, number of eligible applicants, etc.
3. All applications are reviewed, considered, and kept on file for twelve (12) months. Individuals who wish to keep their application active must notify Human Resources; it is the applicant's responsibility to keep their application current.
4. Tennessee State Law requires all applicants applying for any position in a Tennessee Public School to undergo a background check by the Tennessee Bureau of Investigation as well as other background checks.

An employee may begin work before the results of the background check have been returned to the school system. However, if the results are deemed 'unsatisfactory' (an arrest may be unsatisfactory) employment will be terminated.

5. Substitute teachers must have a valid Tennessee Teaching license or attend the Substitute Teacher Training. All paperwork will be completed during the training, as well as fingerprinting and establishing proof of being 'Highly Qualified'.

The Franklin County School System requires, after an offer of employment has been made and accepted, but prior to commencement of employment duties, each employee to present the original copy of two (2) proofs of identification (from approved lists - a driver's license and social security card are most commonly presented), for the completion of the required pre-employment paperwork.

If a reduction in force (RIF) is required because of insufficient funding or other unexpected circumstances, the process will be completed in accordance with all applicable local Board policies, negotiated contract, and state and federal laws.

FRANKLIN COUNTY SCHOOLS
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SUBSTITUTE TEACHER APPLICATION FOR EMPLOYMENT

This application will not be considered unless completed in its entirety. Attach resume if available.

Date _____ Position Desired _____

Last Name _____ First Name _____ Middle Name _____

Address: _____
Street
City State Zip

Telephone No. _____ Cell or Alternate No. _____

E-mail address: _____

Have you previously been employed by Franklin County Schools? Yes No

If "Yes", in what position were you employed? _____

Date(s) of previous employment: _____ Reason for leaving: _____

Are you related to a member of the school board or any elected county official? Yes No

If "Yes", disclose kinship: _____

EDUCATIONAL BACKGROUND

Name and Location of Schools Attended		Degree(s)	Major Subject(s)
High School			
College			
Other (Specify)			
GED (If Applicable)			

Do you hold a current, valid Tennessee Teaching License? Yes No

If "Yes", what type of license do you hold? _____

Expiration Date: _____ List the area(s) of endorsement: _____

Please attach a copy of the license.

Why do you want to be employed by Franklin County Schools as a Substitute Teacher?

EMPLOYMENT EXPERIENCE

(List last position first and/or attach resume if available.)

Name and Complete Address Telephone Number	Description of Work Performed	Dates Employed From/To	Reason for Leaving

REFERENCES

Please list at least three (3) people, other than relatives, who have knowledge of your character and/or abilities:

Name & Title	Complete Address	Years Known	Phone Number

POTENTIAL WORK SITES/ASSIGNMENTS -**Please check the day(s) and time(s) that you are available to substitute:**

- | | | | |
|------------------------------------|---|---|---|
| <input type="checkbox"/> Monday | <input type="checkbox"/> Mornings only (8:00 - 11:30) | <input type="checkbox"/> Afternoons only (11:30 - 3:00) | <input type="checkbox"/> Both (8:00 - 3:00) |
| <input type="checkbox"/> Tuesday | <input type="checkbox"/> Mornings only (8:00 - 11:30) | <input type="checkbox"/> Afternoons only (11:30 - 3:00) | <input type="checkbox"/> Both (8:00 - 3:00) |
| <input type="checkbox"/> Wednesday | <input type="checkbox"/> Mornings only (8:00 - 11:30) | <input type="checkbox"/> Afternoons only (11:30 - 3:00) | <input type="checkbox"/> Both (8:00 - 3:00) |
| <input type="checkbox"/> Thursday | <input type="checkbox"/> Mornings only (8:00 - 11:30) | <input type="checkbox"/> Afternoons only (11:30 - 3:00) | <input type="checkbox"/> Both (8:00 - 3:00) |
| <input type="checkbox"/> Friday | <input type="checkbox"/> Mornings only (8:00 - 11:30) | <input type="checkbox"/> Afternoons only (11:30 - 3:00) | <input type="checkbox"/> Both (8:00 - 3:00) |

Please check the schools and/or special work assignments that you would like to substitute:**Schools****Specialized Assignments****Broadview** (Grades K-5)

- 4980 Lynchburg Rd.
Winchester, TN 37398

 Alternative School**Clark Memorial** (Grades K-5)

- 500 N. Jefferson St.
Winchester, TN 37398

 CDC Assistant (special needs students) at:**Cowan** (Grades K-5)

- 501 E. Cumberland St.
Cowan, TN 37318

- Clark Memorial

- Cowan

Dechard (Grades K-5)

- 401 Bratton St.
Dechard, TN 37324

- Dechard

FCHS (Grades 9-12)

- 833 By Pass Rd.
Winchester, TN 37398

- FCHS

- South

Huntland (Grades K-12)

- 400 Gore St.
Huntland, TN 37345

 Pre-School Program (4-year olds) at:**North Lake** (Grades K-5)

- 10626 Old Tullahoma Rd.
Tullahoma, TN 37388

- Broadview

North Middle (Grades 6-8)

- 2990 Dechard Blvd.
Winchester, TN 37398

- Clark Memorial

- Cowan

Rock Creek (Grades K-5)

- 901 Rock Creek Rd.
Estill Springs, TN 37330

- Dechard

- Huntland

Sewanee (Grades K-5)

- 209 University Ave.
Sewanee, TN 37375

- North Lake

- Rock Creek

South Middle (Grades 6-8)

- 601 W. Cumberland St.
Cowan, TN 37318

- Sewanee

Please read carefully and answer the following questions before you sign your complete application for employment in the Franklin County School System:

1. Have you ever pled guilty, no contest (nolo contendere), or been convicted of a felony or a misdemeanor, including moving and traffic violations, in this state or in any state of the United States? (If yes, give details on a separate sheet of paper.) Yes No
2. Have you been found by the department of children's services to have committed child abuse, severe child abuse, child sexual abuse, or child neglect? Yes No
3. Have you been reported by the department of children's services as a perpetrator? Yes No
4. Have you ever been discharged, requested to resign, or resigned during the course of an investigation or pending charges? Yes No
5. Do you understand that, if employed, the Director of Schools may assign you to a specific position as the need requires? Yes No
6. Are you a citizen of the United States? Yes No
7. Do you have any contagious disease which may endanger the health of school children? Yes No

CERTIFICATION OF ACCURACY

I hereby affirm that the information provided on this application and accompanying resume (if provided) is true and complete to the best of my knowledge, information, and belief. I understand that falsified information or significant omissions may disqualify me and my application from further consideration for employment and/or dismissal.

I grant Franklin County Schools' duly authorized representative permission and authority to investigate, question, and obtain verbal and/or written records from the references given, prior employers, or other individuals or agencies who may have knowledge of my qualifications and character. Furthermore, I authorize all of the above to release relevant information to Franklin County Schools. I waive any all claims which may arise against Franklin County Schools, the employees thereof, as well as other affiliated parties or agencies, for release of information requested.

Knowingly falsifying information required by Sec. 49-5-406(2)(1) shall be sufficient ground for termination of employment and shall also constitute a class A misdemeanor, which must be reported to the district attorney general for prosecution. The accuracy of information submitted on this application shall be verified by fingerprint and criminal history records check conducted by the Tennessee Bureau of Investigation pursuant to Tennessee Code Annotated Section 49-5-413(2).

The information given herein is true to the best of my knowledge.

Applicant Signature

Date

Franklin County Schools in its employment of personnel and in its educational activities with students does not discriminate on the basis of race, religion, creed, sex, gender, gender identity, sexual orientation, national origin, color, age, and/or disability. Franklin County Schools does provide access to Boy Scouts, Girl Scouts, and other designated youth groups.

The following person has been designated to handle inquiries regarding non-discrimination:

*Linda Y. Foster, Director of Human Resources & Funding
Franklin County Schools
215 S. College Street
Winchester, TN 37398
931 967-0626*

For further information on notice of non-discrimination, visit <http://wdcrocolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area, or call 1-800-421-3481.