

**GRAINGER COUNTY DEPARTMENT OF EDUCATION**

P. O. Box 38  
Rutledge, TN 37861

**APPLICATION FOR EMPLOYMENT**  
**PLEASE TYPE OR PRINT**

Date of Application \_\_\_\_/\_\_\_\_/\_\_\_\_

Name \_\_\_\_\_  
Last First Middle Maiden

Current Address \_\_\_\_\_  
Street

\_\_\_\_\_  
City State Zip Code

Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ Social Security Number \_\_\_\_-\_\_\_\_-\_\_\_\_

E-Mail Address \_\_\_\_\_ Telephone No. \_\_\_\_\_

Position Desired \_\_\_\_\_ Level/Subject \_\_\_\_\_

If the position *does not* require a valid Tennessee teaching license, please skip to **Educational Background** portion.  
Per T.C.A., any employee in a non-certified position is employed as an at-will employee.

If the position *requires* a valid Tennessee teaching license, please complete the following.

Do you hold a valid Tennessee teaching license? (Please include a copy of your teacher license with application.)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Teaching License Number _____	Expiration Date _____	
Areas of Certification _____		
Have you met the state requirements for Highly Qualified? If so, what areas: _____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you presently under contract with another TN school system?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

**EDUCATIONAL BACKGROUND**

*(If applicable, complete College or University transcript must accompany this application)*

Name and Address of Schools	Dates: From/To	Degree/Diploma	Major

**WORK EXPERIENCE IN EDUCATION**

(List in chronological order, most recent first, your work history in educational settings)

<b>Name and Address of School</b>	<b>Name and Address of Principal or Immediate Supervisor</b>	<b>Dates Employed</b>	<b>Type of Work or Grade/Subject</b>

**OTHER WORK EXPERIENCE**

(Starting with the most recent, list the last three non-educational jobs held).

<b>Name and Address of Employer</b>	<b>Name, Address and Phone Number of Immediate Supervisor</b>	<b>Dates Employed</b>	<b>Job Responsibilities</b>

**REFERENCES**

<b>Name and Occupation</b>	<b>Address and Phone Number</b>	<b>How long have you known this person</b>

READ CAREFULLY BEFORE SIGNING

- \$ I certify that all information in this application is complete and correct to the best of my knowledge.
- \$ I agree that if any information changes either before or after employment, I will notify the Central Office immediately.
- \$ I recognize that if I am employed the Board of Education may assign me to a specific position as the need requires.
- \$ I have not been convicted of a misdemeanor or a felony in any state of the United States.
- \$ I have not been dismissed from any previous employment for improper unprofessional conduct, inefficient service, neglect of duty, incompetence or insubordination.
- \$ I do not have any contagious or communicable disease which may endanger the health of school children or other personnel.
- \$ I understand that misrepresentation of any statements may subject me to a fine, loss of an opportunity for employment, and loss of position if employed.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
 Signature of Applicant Date

*The following is required by Tennessee State Law and the Grainger County Board of Education:*

\_\_\_\_\_ **I AM** related to a member of the school board, the director of schools, an administrator in the system, a county commissioner, or any appointed/elected county official.

\_\_\_\_\_ **I AM NOT** related to a member of the school board, the director of schools, an administrator in the system, a county commissioner, or any appointed/elected county official.

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Tennessee State Law, T. C. A. 49-5-413 requires that every employee working in proximity to children must complete a Criminal History Records Check. The check involves fingerprinting and submission of the report to the Tennessee Bureau of Investigation. This procedure is done as a part of the employee=s intake procedure. Employees will bear the cost of the background check. Deficient background checks will terminate employment.

*The Grainger County Board of Education does not discriminate on the basis of age, sex, race, color, religion, national origin, or disability in the operation of its educational programs and activities including employment practices.*