

## Franklin County Schools

215 South College Street  
Winchester, TN 37398

Phone (931) 967-0626

Fax - (931) 967-7832

Website - [www.fcstn.net](http://www.fcstn.net)

### Instructions to Applicants of Support Staff Positions

(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. Franklin County Schools requires satisfactory results from a 'Pre-Employment Drug Screen' at the cost of the school system. Additionally, a completed physical is required within six (6) weeks from initial employment at the cost of the employee.

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.

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**SUPPORT STAFF APPLICATION FOR EMPLOYMENT**

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

Date \_\_\_\_\_

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: \_\_\_\_\_

Check all areas of interest:

Educational Assistant     Clerical     Food Services  
 Maintenance     Custodial     Other \_\_\_\_\_

Are there any special experiences, skills, or qualifications which you feel would fit you for work with Franklin County Schools?

\_\_\_\_\_

\_\_\_\_\_

**EDUCATIONAL BACKGROUND**

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

**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

**MILITARY SERVICE RECORD**

Were you in the U.S. Armed forces? Yes  No  What Branch? \_\_\_\_\_

Dates of Duty: From \_\_\_\_\_ to \_\_\_\_\_ Rank at discharge? \_\_\_\_\_

List duties in the service including special training:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**REFERENCES**

Give at least five references. If previous work experience, include at least three (3) supervisors for whom you have worked and/or others who have knowledge of your work experience.

Name & Title	Complete Address	Phone Number

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
8. Has your resignation from previous employment been or will it be, submitted in writing at least ten (10) days prior to the beginning date of employment; or if within ten (10) days the previous employer has waived its right to such notice? 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 and 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.*