

# 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 for Certified Employment

(Read Carefully)

We appreciate your interest in 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). Your signature is required.
  - b. A copy of your valid Tennessee teaching license. Out-of-state applicants should apply for a Tennessee license directly with the Office of Teacher Licensing, Tennessee State Department of Education, 4th Floor Andrew Johnson Tower, 710 James Robertson Parkway, Nashville, TN 37243. More information can be found at their website - <http://state.tn.us/education/lic>. If you do not currently hold a license, include the current status regarding licensure.
  - c. Official transcripts of all academic work completed. If you are presently completing a degree program, you should have your transcripts sent during the last semester prior to graduation. A complete transcript with the degree posted should be submitted as soon as possible after graduation.
  - d. A copy of the applicable Praxis scores required for licensure in Tennessee.
2. 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 his/her application current.
3. 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.

4. 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.

All open teaching positions are posted online at - [www.fcstn.net](http://www.fcstn.net)

**FRANKLIN COUNTY SCHOOLS**  
 215 South College Street  
 Winchester, TN 37398  
 (931) 967-0626 PHONE (931) 967-7832 FAX  
 www.fcstn.net

**APPLICATION FOR CERTIFIED EMPLOYMENT**

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

Date \_\_\_\_\_ Teaching Position Desired \_\_\_\_\_

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

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

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

Telephone No. \_\_\_\_\_ Cell or Alternate No. \_\_\_\_\_

E-mail Address \_\_\_\_\_

Have you ever 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**

A complete College or University transcript must accompany this application.

Name and Location of Schools Attended	Degree(s)	Major Subject(s)
High School		
College or University		
Post Graduate		
Special Schools		

Type of Tennessee Certificate held: \_\_\_\_\_

Area(s) of Endorsement: Title \_\_\_\_\_ Code \_\_\_\_\_ Title \_\_\_\_\_ Code \_\_\_\_\_  
 Title \_\_\_\_\_ Code \_\_\_\_\_ Title \_\_\_\_\_ Code \_\_\_\_\_

At what level or subject did you do your student teaching? \_\_\_\_\_

Where? \_\_\_\_\_ When? \_\_\_\_\_

**TEACHING EXPERIENCE** - list last position first

Name of School System	Type of Work Grade or Subjects Taught	Name & Address of Immediate Supervisor	Date(s) Employed From - To

**REFERENCES**

Please list a minimum of three (3) people, other than relatives, who have knowledge of you character and/or abilities

Name	Position	Address (Street, City, State, Zip, & Phone)

**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: \_\_\_\_\_  
 \_\_\_\_\_

Is there any accommodation you may need to perform essential functions of the position for which you are applying? (Optional)

Yes  No

If so, please explain: \_\_\_\_\_  
 \_\_\_\_\_

**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 any other state?   | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 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 <input type="checkbox"/> | No <input type="checkbox"/> |
| 3. Have you been reported by the department of children's services as a perpetrator?   | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 4. Have you been dismissed from a teaching position for incompetence, inefficiency, neglect of duty, unprofessional conduct, and/or insubordination?   | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 5. Have you ever had a teaching certificate or license denied, revoked, or suspended?  | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 6. Have you ever been discharged, requested to resign, or resigned during the course of an investigation or pending charges?   | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 7. Have you ever had a contract non-renewed by a school or school system?  | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 8. Have you ever been investigated for alleged sexual harassment or discrimination (including race, color, gender, religion, age, national origin, or handicapping conditions)?  | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 9. Have you ever been accused of inappropriate socialization with students either during or after the regular school day?  | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 10. Are you a citizen of the United States?  | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 11. Do you have any contagious disease which may endanger the health of school children?   | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 12. 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 <input type="checkbox"/> | No <input type="checkbox"/> |

**CERTIFICATION OF ACCURACY**

I hereby affirm that the information provided on this application and the 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 TCA 49-5-406(2)(1) 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. 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.

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.*