

Name: _____

TN License: _____ Endorsements: _____ Date Submitted: _____

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

CERTIFIED TEACHER APPLICATION

P E R S O N A L	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
	Position(s) for which application is being made:	When will you be available to begin work?

E D U C A T I O N	Level	Institution	City and State	Major	Degree	Year
	High School					
	Undergraduate					
	Graduate					
	Post-Graduate					

Licensure

Tennessee law requires all professional personnel to hold Tennessee Certification. Individuals are responsible for obtaining and maintaining current certificates. Applications may be secured from the Tennessee State Department of Education, Teacher Licensing, 5th Floor, Andrew Johnson Building, 710 James Robertson Parkway, Nashville, TN 37243-0375.

Do you hold a Tennessee Teaching License? Yes No

Do you hold a Teaching License in another state? Yes No

If yes, please enclose a copy and complete the information below:

Date License Issued: _____ Expiration Date: _____

Please list your areas of endorsement: _____

Years of Experience: _____

Highly Qualified Status

All teachers of core academic subjects (Math, Science, English, Foreign Language and Social Studies) for all grade levels must meet the requirements of the Federal No Child Left Behind Act. Applicants must show proof of their highly qualified status in any core academic area for which they wish to be considered.

Highly Qualified: Yes No

If yes, please explain the method for determining highly qualified status and include documentation with this application packet.

NTE/PRAXIS Examination Scores

Tennessee requires passing scores on NTE/Praxis Exams to qualify for a teaching license.

Copies of my test scores are attached. My test scores will be sent directly from Praxis.

Student Teaching

If you completed student teaching within the past three years, or are currently student teaching, please supply the following information:

School 1: _____

Grade(s)/Subject _____ Dates _____

Supervising Teacher: _____ Phone: _____

School 2: _____

Grade(s)/Subject _____ Dates _____

Supervising Teacher: _____ Phone: _____

College Supervisor: _____ Phone: _____

**Teaching Experience – Regular/full-time only – Provide full addresses
Do not include substitute teaching
(List in order beginning with most recent)**

1	Name of School	Telephone
	Address	Employed (Month & Year) From To
	Principal	Reason for Leaving
	Grade(s)/Subject(s) Taught and Extracurricular Activities Sponsored	

2	Name of School	Telephone
	Address	Employed (Month & Year) From To
	Principal	Reason for Leaving
	Grade(s)/Subject(s) Taught and Extracurricular Activities Sponsored	

3	Name of School	Telephone
	Address	Employed (Month & Year) From To
	Principal	Reason for Leaving
	Grade(s)/Subject(s) Taught and Extracurricular Activities Sponsored	

4	Name of School	Telephone
	Address	Employed (Month & Year) From To
	Principal	Reason for Leaving
	Grade(s)/Subject(s) Taught and Extracurricular Activities Sponsored	

We may contact the employers listed on page 4 unless you indicate those you do not want us to contact.	DO NOT CONTACT
	Employer _____ Reason _____

MILITARY	Did you serve in the U.S. Armed Forces? <input type="checkbox"/> Yes <input type="checkbox"/> No	If "Yes", in what Branch?
From:	To:	Total Years of Military Experience:

Work Experience Other Than Teaching
List Chronologically
Employer, Complete Mailing Address, Dates, Supervisor's Name and Phone

References

Each applicant must provide the following information to be considered for employment. References who have known you for at least five years and are substantially familiar with your education and work history are preferred.

Name, Position, Phone, Complete Mailing Address

Additional Information

Special talents and abilities that will make you especially valuable to the school or school system:

Professional, civic, or other memberships and offices:

Honors and awards received from educational, professional, or civic groups:

Experiences leading or directing youth activities:

Will you accept coaching and/or other supplemented assignments? Yes No

If yes, list areas of interest:

In your own handwriting (and no more than two paragraphs) state why you have chosen teaching as a profession, and include your philosophy of education:

Declaration

Tennessee state law requires each applicant for a position within a school system to make the following declaration:

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

Have you ever had a teaching license or certificate suspended or revoked? Yes No

Have you ever been convicted of any violation of the law other than a minor traffic ticket? Yes No

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 your answer to any of the above questions is yes, please explain on a separate page and include with this application.

Have or will you give notice to your present Board of Education thirty days prior to accepting employment with the Huntingdon Special School District? Yes No N/A

Are you now currently under contract for the next school year? Yes No Who may be contacted regarding your contractual status? (Please list title, name, address and phone number of responsible person).

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.

Checklist

In order to be considered for employment, the application packet should contain the following:

- Responses to all areas of the application
- Copies of all transcripts
- Copies of all licenses or proof of eligibility
- Documentation of highly qualified status
- Optional: Cover letter, resume, commendations, etc.
- Copies of all NTE/Praxis scores

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 her 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.