



Lewis County Schools
206 South Court Street • Hohenwald, TN 38462

APPLICATION FOR PROFESSIONAL EMPLOYMENT

The Lewis County School System does not discriminate in its educational programs, activities, or employment practices on the basis of race, sex, national origin, religion, creed, age, marital status, or disability as required by the Title VI of the Civil Rights Acts of 1964, Title IX of the Educational Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973.

Applicant's Full Name _____
(LAST) (FIRST) (M.I.) (MAIDEN NAME)

Other Name _____ Social Security Number _____

(Please provide any additional information relative to change of name, use of an assumed name, or nickname, necessary to enable a check on your work or school record.)

Present Mailing

Address _____
(STREET) (CITY) (STATE) (ZIP)

Permanent Mailing

Address _____
(STREET) (CITY) (STATE) (ZIP)

Telephone Numbers

Present: () _____ Permanent: () _____ Work: () _____

Email address _____

INDICATE POSITION(S) DESIRED FOR WHICH YOU ARE ENDORSED:

- | | |
|--|--|
| <input type="checkbox"/> Administrator | <input type="checkbox"/> Classroom Teacher |
| <input type="checkbox"/> Supervisor | <input type="checkbox"/> Guidance |
| <input type="checkbox"/> Library/Media | <input type="checkbox"/> Vocational/Trade Shop |
| <input type="checkbox"/> Special Education | <input type="checkbox"/> Fine Arts (art, music, drama) |

List grade level(s) and/or subject area(s) in order of preference:

If you are not a U.S. citizen, do you have the necessary official authorization to work in the United States?

- Not applicable Yes No

I. CERTIFICATION

A. If you have been issued a Tennessee license, **please submit a photocopy.** Copy enclosed: Yes No

Are you Highly Qualified under NCLB guidelines? Yes No Explain _____
If HOUSSE or Professional Matrix please attach copies.

Type of Tennessee License _____ Endorsement(s) _____ Teacher Number _____

Have you applied for a Tennessee teaching license? (If you do not presently have one)

- Yes No When _____

B. Have you taken the National Teacher's Examination? Yes No **PLEASE INCLUDE A COPY**

Core Battery: Yes No _____
Month/Year Score

Specialty Area: Yes No _____
Month/Year Score

C. Have you taken the Praxis exam? Yes No **PLEASE INCLUDE A COPY**

Area of Test _____ Score _____ Area of Test _____ Score _____

The Lewis County School System is an equal opportunity employer.

II. EDUCATIONAL AND PROFESSIONAL TRAINING (List chronologically.)

APPLICATIONS MUST INCLUDE OFFICIAL TRANSCRIPTS TO BE ACCEPTED FOR ANY CERTIFICATED POSITION!!!!

Level of Education	Name	State	Field of Study	Year of Graduation	Dates of Attendance From To
High School					
College or University					

III. STUDENT TEACHING OR INTERN EXPERIENCE (List chronologically.)

Name of Supervising Teacher and Name of School	Street Address/City	County and State	Phone Number (Including area code)	Dates of Placement	Grade Level and/or Subject Area

IV. TEACHING EXPERIENCE

List chronologically ALL teaching experience. DO NOT INCLUDE SUBSTITUTE TEACHING.

Name of School	School Division City/County	State	Phone Number	Grades/subjects taught	Total Years (Include Dates)	Full or part-time?

V. WORK EXPERIENCE OTHER THAN TEACHING. List chronologically.

Employer and Immediate Supervisor	City/County/State/Zip	Phone Number	Kind of Work	Dates of Employment	Full or part-time?

IV. MILITARY EXPERIENCE (List chronologically and attach a sheet if necessary.)

Branch of Service	Occupational Specialist (MOS)	Dates of Service	Total Years	Type of Discharge

VII. GENERAL INFORMATION

If more room is needed to answer these questions, you may continue your answers on a separate paper that should be stapled to the end of this application.

Are you currently under contract? Yes No

If yes, where? _____ Present position? _____

If presently employed, why do you wish to change?

Have you ever been refused tenure or a continuing contract? If yes, explain..... Yes No

Have you ever been requested to resign from a position? If yes, explain..... Yes No

Have you ever had a teaching certificate or license revoked or suspended? If yes, explain..... Yes No

Are any criminal charges or proceedings pending against you? If yes, explain..... Yes No

Have you been convicted of any offense involving the sexual molestation, physical or sexual abuse, or rape of a child? If yes, explain..... Yes No

Have you been convicted of a misdemeanor or a felony? This includes moving and traffic violations if the maximum sanction provided by law for such violation includes a period of confinement. If yes, explain..... Yes No

Have you been dismissed for any reason including incompetence, inefficiency, neglect of duty, unprofessional conduct or insubordination? If yes, explain..... Yes No

Have you (or will you) provide a copy of a written resignation to the most recent local board where you were (or are) employed at least 30 days prior to the beginning date of employment with the Lewis County School District?..... Yes No

VIII. EXTRACURRICULAR ACTIVITIES

Indicate the number of years experience in the activities listed below. Circle activities you are willing to coach/sponsor:

Extra Curricular Activities	High School	College	Work Experiences	High School	College

IX. REFERENCES

A Reference Form will be sent to all five persons listed as a reference. At least two of the listed references should have immediate knowledge of the applicant's teaching and/or work experiences. *Relatives should not be listed as references.*

Position	Name of Reference	Mailing Address	Phone number and Email address

X. OTHER INFORMATION

List the names of any immediate relatives who are employed by the Lewis County Board of Education. _____

Give name, address, and phone number of the person to notify in case of emergency. _____

Please list: (1.) Any professional or civic organizations to which you belong; (2) Any travel, honors, or offices held (college or since).

Lewis County Schools

Application for Employment

Professional Personnel

I have not been convicted of a misdemeanor or a felony in any state of the United States. (TCA 49-5-406)

I have not been dismissed from any previous employment for improper or unprofessional conduct, inefficient service, and neglect of duty, incompetence, or insubordination. (TCA 49-5-406, 49-2-203, 49-5-511)

I do not have any contagious or communicable disease which may endanger the health of school children. (TCA 49-5-404)

I shall support the constitution of Tennessee and the United States. (TCA 49-5-405)

I do not advocate the overthrow of the American form of government, nor am I a member of a political party which advocates the overthrow of the American form of government. (TCA 49-5-202)

I recognize that, if I am employed, the Board of Education may assign me to a specific position as the need requires. (TCA 49-5-510)

I understand that misrepresentation of any of the above statements may subject me to a fine, loss of an opportunity for employment, and loss of position if employed. (TCA 49-5-406)

If my most recent employer was another Tennessee Public School System, and if my termination was voluntary, I certify that my resignation was, or will be submitted in writing at least thirty (30) days prior to the beginning date of my employment; or, if within thirty (30) days, that the previous board has waived its rights to such notice. A copy of my letter of resignation or of the said board action is attached or will be submitted as required. (TCA 49-5-406)

The accuracy of the information submitted on this application may be verified by fingerprint and criminal history records check conducted by the Tennessee Bureau of Investigation pursuant to Tennessee Code Annotated 49-5-413. You are not required to disclose a parking or moving traffic violation if the maximum sanction provided by law for such violation does not include a period of confinement.

NOTE: THIS POSITION REQUIRES A CRIMINAL BACKGROUND CHECK. THEREFORE, YOU MAY BE REQUIRED TO PROVIDE INFORMATION ABOUT YOUR CRIMINAL HISTORY IN ORDER TO BE CONSIDERED FOR THIS POSITION

You will be required to pay the costs incurred in conducting this background investigation if you are offered and accept a position with the school system.

Applications will be kept for a period of one (1) year from the date of the application and all out-of-date applications will be destroyed after that time.

I have read and concur with the above statements. I understand that knowingly falsifying information required by TCA 49-5-406 (a) (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 pursuant to Section 4-5-413.

Signed _____ Date _____

Lewis County Schools



Employment Application Notice and Authorization

Tennessee Law contains certain requirements regarding individuals applying for and holding teaching positions in the public schools. In addition, the Lewis County Board of Education has the responsibility of obtaining appropriate information and evaluating applicants for teaching positions in an effort to provide a quality education for the children of Lewis County. For these reasons, we have requested the information contained in your employment application. In order to process and evaluate your application, it is necessary to obtain further information from a number of sources. Please sign the authorization below so that this can be done. The Lewis County Board of Education is an equal opportunity employer.

I, _____, hereby authorize the release of any information requested by the Lewis County Board of Education, through its agents and employees, to be used in processing my application for employment with the Lewis County Board of Education. This includes, but is not limited to, previous recommendations, medical records or information, court files and records, fingerprint application checks, credit and financial educational institutions (including public and private elementary, secondary, and institutions of higher learning), and records of any organization of which I am or have been a member.

I hereby expressly release the Lewis County Board of Education, its agents and employees, and any furnisher of such information from liability of any nature for the release of such information.

I understand that this information will be maintained in a personnel file by the Lewis County Board of Education.

Date

Applicant Signature

Date

Witness Signature