

**CLASSIFIED PERSONNEL
APPLICATION for EMPLOYMENT
Manchester City Board of Education**

I am applying for employment as _____,
position
to begin on _____,
date or school term

1. I recognize that if I am employed, the Board of Education may assign or reassign me to a specific position as the need requires.
2. I have not been convicted of a misdemeanor or felony in any state of the United States.
3. I have not been dismissed from any previous employment for improper or unprofessional conduct, inefficient service, neglect of duty, incompetence or insubordination.
4. My resignation from previous employment was, or will 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.
5. I am a citizen of the United States, or have obtained the proper work credentials.
6. I do not have any contagious or communicable disease which may endanger the health of school children.
7. I understand that misrepresentation of any of the above statements may subject me to a fine, loss of opportunity for employment, and loss of position if employed.
8. **I understand that my employment is contingent upon a satisfactory background check. I further understand that my name, Date of Birth, and Social Security Number will be submitted to the Department of Children's Services and that my name and/or Social Security Number will be checked on the Tennessee Sexual Offender Registry and the Tennessee Child Abuse Registry against the list of known offenders. I understand that my employment is contingent upon a satisfactory report from all of these inquiries.**

date

signed

typed or printed name

address:

Last Name First Name Middle Name

Date available for Employment _____

Social Security #: _____

Present Address _____ **Permanent Address** _____
Street Street

City, State Zip City, State, Zip

Phone Phone

Educational Background (*in order beginning with high school*)

School	Location	Degree/HS Diploma	Date	Major	Minor

Other Work Experience (*List in order beginning with most recent*)

Types of Work	Name and Address of Firm or Employer	Date	Last Annual Salary
		From To	
		From To	
		From To	
		From To	

Military Service

Branch	Date	Total Years
	From To	

References

Name	Address	Phone	Position

Accommodations

Is there any accommodation you may need to perform the essential functions of the position for which you are applying? (optional)
_____ yes _____ no

If so, please explain _____

The Manchester City School System does not discriminate on the basis of age, sex, race, color, creed, religion, national origin, or handicap in the operation of its educational programs and activities including employment practices.