

DEKALB COUNTY SCHOOLS APPLICATION

110 SOUTH PUBLIC SQUARE
SMITHVILLE, TENNESSEE 37166
(615) 597-4084

CERTIFIED PERSONNEL

DATE: _____

Name: _____
Last First Middle

Address: _____
Street City State Zip

Telephone: _____ Social Security Number: _____

Tennessee Teacher Certificate Number: _____

Years of Teaching Experience: _____ Career Ladder Status: _____

Certificate Endorsement Codes: _____

Certified to teach in the area(s) of: _____

Position desired: _____

EDUCATIONAL BACKGROUND

(Begin with High School)

School Attended	Address	Dates Attended	Major	Minor	Degree
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WORK EXPERIENCE

(Begin with most recent)

Name of Employer	Address	Position	Dates of Employment
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TEACHING EXPERIENCE

(Begin with most recent)

Name of School

Address

Position

Dates of Employment

Four horizontal lines for entering teaching experience details.

References

(personal or professional)

Name

Address

Phone #

Three horizontal lines for entering reference details.

Please attach a copy of your transcript and a copy of your Tennessee Teacher License/Certificate.

Do you have the ability to perform all of the essential job-related functions in the position for which you are applying? _____

If no, please explain: _____

Make a brief statement on why you have chosen teaching as a profession _____

Three horizontal lines for a brief statement on why chosen teaching.

Are you prepared to:

Elementary

(a) Teach the students in your room ____ Art, ____ Music, ____ Physical Education

Secondary

(b) Sponsor any activities? Circle at least one. Annual, Newspaper, Music, Drama, Cheerleaders, Senior Class, Service Club, Coach, Other _____

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**PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY AND MARK THE APPROPRIATE RESPONSE.
YOUR APPLICATION WILL NOT BE CONSIDERED IF THESE ITEMS ARE INCOMPLETE.**

1. I hereby apply for employment as _____
(teacher, principal, supervisor, other)
in the school system beginning _____.
2. I recognize that, if I am employed, the Board of Education of the said school system will assign or reassign me to a specific position as the need requires.
3. I hereby certify that I *(have)* *(have not)* been convicted of a misdemeanor or a felony in any state of the United States. If "have" is indicated, explain fully the details of each such conviction on a separate sheet of paper.
4. I further certify that I *(have)* *(have not)* been dismissed from any previous employment for improper or unprofessional conduct, inefficient service, neglect of duty, incompetence, or insubordination as the same are defined in Section 49-5-501 of the Tennessee Code.

If "have" is indicated, explain fully the details of such dismissal on a separate sheet of paper. The employer's non-renewal of a yearly contract need not be indicated unless the non-renewal was for cause as listed above.

5. If my most recent employer were another Tennessee Public School System and if my termination were voluntary, I hereby certify that my resignation was, or will be submitted at least 30 days prior to my employment with the DeKalb County Schools, or, if within 30 days, that the previous board has waived its right to such notice. A copy of my letter or resignation of the said board action is attached or will be provided.
6. I understand that misrepresentation of any of these certifications may subject me to the penalties prescribed in Sections 49-5-406 or 49-5-407 or 49-5-411 of the Tennessee Code.
7. I am a citizen of the United States. I shall support the constitution of Tennessee and the United States.
8. 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.
9. I will present a physician's statement verifying that I do not have any contagious or communicable disease which may endanger the health of school children upon offer of employment.
10. 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.

Date

Signature of Applicant

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. 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. Any cost incurred by the Tennessee Bureau of Investigation in conducting the investigation shall be paid by the applicant. Employment is contingent upon a satisfactory criminal history record check as required by Tennessee Code Annotated.

**** Knowingly falsifying information required by Section 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.***

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Are you the father, mother, son, daughter, brother, sister, son-in-law, daughter-in-law, father-in-law, mother-in-law, brother-in-law, sister-in-law, wife or husband of:

A member of the School Board or, _____ yes _____ no

the Superintendent of Schools. _____ yes _____ no

If yes, please state relationship and the person's name.

Name

Relationship

Date

Signature of Applicant

I, _____ authorize any public or private custodian of records to disclose to the DeKalb County Board of Education, any records or information about my employment history, education and police records. I understand any information will be kept confidential. Please consider this as a request for a complete verification of my employment history, education and police records and furnish same to the DeKalb County Board of Education.

Signature of Applicant

Date

Information Sheet
for
Applicants of Employment
in the
DeKalb County School System

Please note the following information:

1. Tennessee Code Annotated 49-5-413. Investigation of applicants for teaching positions.
 - (a) In addition to the requirements of TCA 49-5-406, a local board of education SHALL require all persons applying for a position as a teacher and all persons applying for any other position requiring proximity to school children to:
 - (1) Agree to the release of all investigative records to the board for examination for the purpose of verifying the accuracy of criminal violation information as required by TCA 49-5-406(a)(1)(A); and
 - (2) Supply a fingerprint sample and submit to a criminal history records check to be conducted by the Tennessee Bureau of Investigation.
 - (b) Any reasonable costs incurred by the Tennessee bureau of investigation in conducting such investigations of applicants shall be paid by the applicant the first time such applicant applies for a position with a local board of education. The applicant shall be provided a copy of all criminal history records check documentation provided to the local board of education to which the applicant first applies. In lieu of additional criminal history records checks for subsequent applicants, the applicant may submit copies of the applicant's initial criminal history records check documentation and shall not be required to pay any additional costs. Any local board of education may reimburse the applicant for the costs of the investigation if the applicant accepts a position as a teacher or any other position requiring proximity to school children.
2. The cost for the Tennessee Bureau of Investigation is \$48.00.
(Upon employment and a satisfactory report from TBI the DeKalb County Board of Education will refund the cost to the employee.)
3. Upon an offer of employment in a safety sensitive position a pre-employment Drug/Alcohol Screening is also required the cost for this is \$45.00. (Paid by the employee.)