



Franklin County Schools
215 South College Street
Winchester, TN 37398
(931) 967-0626

Office Use Only

Date Employed

CERTIFIED APPLICATION (Teacher — requires a valid Tennessee Teaching License)

It is the policy of the Franklin County School System to not discriminate on the basis of race, color, religion, sex, national origin, age, or disability in its educational programs or employment policies as required by Titles VI and VII of the Civil Rights Act of 1964, the Equal Pay Act of 1973, Title IX (1972 Educational Amendments), Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act.

Completion of this application is just the first phase of the hiring and employment process. Additional phases of the employment process may include an interview, an employment examination or test, and a demonstration of abilities to perform the essential functions of the job. Fingerprinting and a criminal history record check are required for all new employees.

Prior to completing this application, be sure to read the *Job Description* of the position for which you are applying. As you complete this application, please realize:

- The Franklin County School System reserves the right to check all information for accuracy and completeness.
- All applications for employment are a matter of public record.
- If you need assistance in order to complete this application, please notify the Director of Administrative Services and Human Resources at (931) 967-0626.

All teachers of classes in identified core academic areas are required by the federal law, *No Child Left Behind*, to be 'Highly Qualified', effective July 31, 2006. When applicable, required documentation needed as proof of meeting this requirement must be submitted before an applicant can be offered a position with Franklin County Schools.

Applications are considered to be active for only twelve (12) months. After this time, a new application must be submitted, or a verbal or written request may be made to re-activate the application.

GENERAL INFORMATION -

Date: _____ Position Desired: _____

Are you applying for: Full Time _____ Part Time _____

Have you previously applied for employment with Franklin County Schools? Yes _____ No _____

Have you previously been employed by Franklin County Schools? Yes _____ No _____

If "Yes", in what position were you employed? _____

Date(s) of previous employment _____ Reason for leaving _____

PERSONAL INFORMATION -

Name: _____
Last First Middle

Phone: Home () _____ Cell and/or Business () _____

Address: _____
Street

City State Zip Code

E-mail Address: _____

PERSONAL INFORMATION (Continued) -

Do you have a legal right to work in the United States? Yes No

Are you over the age of 18? Yes No

- 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 No
- Have you been dismissed from a teaching position for incompetence, inefficiency, neglect of duty, unprofessional conduct, and/or insubordination?
 Yes No
- Have you ever had a teaching certificate or license denied, revoked, or suspended?
 Yes No
- Have you ever been discharged, requested to resign, or resigned during the course of an investigation or pending charges?
 Yes No
- Have you ever had a contract non-renewed by a school or school system?
 Yes No
- Have you ever pled guilty, no contest (nolo contendere), or been convicted of any crime of moral turpitude? *Moral turpitude is an act of baseness, vileness, or depravity in the private and social duties which a person owes another member of society, or society in general, and which is contrary to the accepted rule of right and duty between persons, including, but not limited to, theft, attempted theft, murder, rape, swindling and indecency with a minor.*
 Yes No
- Have you ever been investigated for alleged sexual harassment or discrimination (including race, color, gender, religion, age, national origin, or handicapping conditions)?
 Yes No
- Have you ever been accused of inappropriate socialization with students either during or after the regular school day?
 Yes No

If any above answer is 'Yes', please explain, include final disposition of investigations: _____

REFERENCES -

Please list four (4) people, other than relatives or former employers, who have knowledge of your character and/or abilities:

Name	Mailing Address	Years Known	Phone Number

LICENSURE FOR TEACHING (*must be issued by the State of Tennessee*) -

Type of Tennessee Teaching License:

Apprentice _____ Certificate/License Number: _____
 Professional _____
 Out of State _____

Other: Alternative A _____, Alternative B _____, or Alternative E _____

Date Issued: _____ Expiration Date: _____

Endorsement(s): _____

NATIONAL TEACHER’S EXAM -

A minimum score is required on Principles of Learning and Teaching (appropriate grade level) and the specific endorsement area of *Praxis*.

Have you fulfilled this requirement? Yes _____ No _____

If yes, place taken: _____ Date: _____

Score(s): _____
 Principles of Learning and Teaching Specific Endorsement Area

TEACHING EXPERIENCE (begin with most recent) -

School and Address	Grade and/or Subjects Taught	School Year(s)	Total Months

Was a Waiver or Permit requested for you? Yes _____ No _____

PRACTICE TEACHING - *to be completed by applicants with less than two (2) years of teaching experience* -

Grade or Subjects: _____

University/College Supervisor (Practice Teaching): _____

Date: _____ Cooperating Teacher: _____

School: _____ Phone: _____

Address: _____

PRIOR EMPLOYMENT RECORD (Other than educational) -

List present and past employment information and/or substantial volunteer work.

Most recent or current employer:

Name: _____ Phone Number: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Supervisor's name: _____

Your job title and responsibilities: _____

Date hired: _____ Date left: _____

Reason for leaving: _____

Previous employer:

Name: _____ Phone Number: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Supervisor's name: _____

Your job title and responsibilities: _____

Date hired: _____ Date left: _____

Reason for leaving: _____

PLEASE READ CAREFULLY

I understand that fingerprinting and current criminal history record checks (within the last twelve (12) months) must be conducted by the Tennessee Bureau of Investigation (TBI) and Federal Bureau of Investigation (FBI) for all applicants who are offered a teaching position. I understand that I may be conditionally employed pending the receipt of acceptable results. I also understand that an offer of employment may be rescinded after receipt of the results.

I further understand that the Franklin County Board of Education requires that all new teachers complete a minimum of thirty (30) hours, and up to forty (40) hours, of *New Teacher* staff development during their first year of employment. Approximately twenty-four (24) hours of such training will occur immediately before the opening of school. The remaining hours will occur throughout the school year after 3:15 p.m.

I hereby affirm that the information provided on this application and the accompanying résumé (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 the Franklin County Schools, and the employees thereof, as well as other affiliated parties or agencies, for the release of information requested.

REQUIRED DOCUMENTS –

Tennessee Teaching Certificate	_____ Attached	_____ Will submit as soon as possible
Official Transcript(s) of college work	_____ Attached	_____ Will submit as soon as possible
NTE/Praxis Scores	_____ Attached	_____ Will submit as soon as possible
Highly Qualified Content Area(s):	_____, _____, _____, _____	
Supporting Documentation --	_____ Attached	_____ Will submit as soon as possible

A copy of the most recent résumé may also be attached, if readily available.

Signature of Applicant

Date

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.

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 a physician’s certificate indicating a satisfactory health record.

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 teacher positions are posted online at <http://franklincountyschools.k12tn.net>