

**SUPPORT PERSONNEL
APPLICATION FOR EMPLOYMENT
JACKSON COUNTY BOARD OF EDUCATION
711 SCHOOL DR, GAINESBORO, TN 38562**

Name: _____
 Last First Middle Date

Address: _____
 Street City State Zip

Email: _____ Date of Birth: _____

Telephone: (H) _____ (C) _____

| Position(s) Applied for: | | | |
|-------------------------------|--|------------------------------|--|
| Bus Driver: | | Secretary/Bookkeeper: | |
| Custodian: | | School Nurse: | |
| Educational Assistant: | | Substitute Teacher: | |
| SPED Edu. Assistant: | | Maintenance: | |
| School Nutrition: | | Technology: | |

| Which School do you prefer: | | | | |
|-----------------------------|-------------|--------------|--------------|-------------|
| DBS: | GES: | JCMS: | JCHS: | ALL: |

Have you worked for Jackson County Schools before? _____

If so, date/position: _____

Do you receive benefits with Tennessee Consolidated Retirement System? _____

If you are applying for substitute teaching, do you have TN teaching license? _____

If so, license number/certification: _____ *Attach a copy

If you are applying for a nurse position, do you have a nursing license? _____

If so, license type: _____ *Attach a copy

If you are applying for a bus driver, do you have a CDL license Class B with S, P endorsement? _____

If so, license number _____ * attach a copy

Education

Starting with high school including college, vocational or technical schools

| School | Address | Course of Study | Year Completed | Diploma/Degree |
|--------|---------|-----------------|----------------|----------------|
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Educational Assistant/Paraprofessional

This box is to be completed by paraprofessional/educational assistant applicants only

Anyone applying for a paraprofessional/educational assistant position must have a high school diploma or equivalent (GED).

Applicant's Level of Education: _____ High School Diploma _____ GED

Under the "No Child Left Behind" law paraprofessionals/educational assistants hired after January 8, 2002, must meet one of the following qualifications:

Applicants Qualifications:

_____ Associate Degree _____ College Degree _____ Pass the ParaPro test (minimum 456)

**Attach a copy of diploma/GED and Documentation of required qualification*

Work Experience

List employers beginning with last or present job

| Employer Name and Address | Position | Dates Employed | Reason For Leaving | May We Contact |
|---------------------------|----------|----------------|--------------------|----------------|
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List any specialized training, apprenticeship, or equipment you can operate.

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References
List individuals who have knowledge of your work and skills.

| Name | Address and Phone | Occupation |
|------|-------------------|------------|
| | | |
| | | |
| | | |

Describe any job related skills, qualifications or experience acquired from previous employment you feel may be helpful in considering your application.

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The Jackson County School District is an Equal Employment Opportunity Employer. Jackson County Schools does not discriminate on the basis of race, sex, color, religion, national origin, age, disability or veteran status in the educational programs or employment policies as required by Title VI and VII of the Civil Rights Act of 1964, the Equal Pay Act of 1973, Title IX, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. Inquiries regarding compliance with Title IX, Section 504 or the Americans with Disability Act Office of Civil Rights, U.S. Department of Education, Washington, D.C. Inquiries regarding compliance with Title VI, Title IX, and section 504 may be directed to Kristy Brown at the Jackson County Board of Education, 711 School Dr., Gainesboro, TN 38562. (931) 268-0119

Applicant's Statement

I understand that if I am employed, the Board of Education may assign or reassign me to a specific position as the need requires.

I hereby certify that I **(have)** or **(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.

I further certify that I **(have)** or **(have not)** been dismissed from any previous employment for improper or unprofessional conduct, inefficient service, neglect of duty, incompetence or insubordination as the same as defined in Section 49-5-511, 49-2-203 of the Tennessee code.

If **"have"** is indicated, explain fully the details of each 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.

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 stated herein; or if within thirty (30) days, that the previous board has waived its right to such notice. A copy of my letter of resignation or a copy of the said board action is attached or will be provided.

I do not have any contagious or communicable disease which may endanger the health of school children. I understand that a post-offer medical examination may be for required for employment. Any decision not to hire based on this examination must be job related or when no reasonable accommodation is available.

I understand that misrepresentation of any of the above statements or information given during interview(s) or an unsatisfactory criminal background check (conducted per TCA 49-5-413, 49-5-406) may subject me to loss of opportunity for employment and loss of position if employed. Also, that acceptance of an offer of employment does not create a contractual obligation upon the Board of Education to continue employment in the future.

This application will remain on file for one (1) year. After one (1) year, applications will be placed in an inactive file. If you wish for your application to remain in the active file, you must notify the Central Office in writing.

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation and release of information of all statements contained in this application for employment as may be necessary in arriving at an employment decision. Information may be verified by fingerprint sample, criminal history records check conducted by the Tennessee Bureau of Investigation, or other checks pursuant to Tennessee Code Annotated, Section 49-5-413. I understand the local Board of Education requires an applicant to pay the nonrefundable fingerprinting fee set by the T.B.I. if the applicant is offered and accepts a position as a teacher or any other position requiring proximity to school children. I agree that if any information changes either before or after employment, I will notify the Central Office immediately. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

I understand that Jackson County Schools, or an agent of their choice, may conduct a thorough background investigation before rendering a final decision regarding my eligibility. To facilitate this investigation, I do hereby give my consent and authority for any police agency to furnish information from their records to Jackson County Schools, or an agent of their choice.

Signature

Date

FULL NAME: _____ DATE OF BIRTH: _____

ADDRESS: _____
CITY STATE ZIP

SOCIAL SECURTY NUMBER: _____ PHONE: _____