

ATTENTION CLASSIFIED APPLICANTS

Attached to the classified application are **three reference forms**. You are to complete the top part, filling in your name and the position you are applying for, sign the WAIVER and date. Then you are to give the reference forms to three **former employers or previous immediate supervisors**. If you have been self-employed, you may give them to people you have worked for but **under no circumstances are you to give them to friends or relatives.**

The people who receive the reference forms are to complete them, sign, state their position, and date. They are then to put the reference forms in an envelope, seal, and sign across the seal. The sealed envelopes are then to be returned to you attached, still sealed, to the application.

You must submit the references with your application. **At least 2 references** must accompany the application. Applications will not be accepted without these. After opening the references, the application will be discarded unless at least 2 are completed.

IF YOU DO NOT UNDERSTAND THESE INSTRUCTIONS, PLEASE ASK FOR ASSISTANCE FROM THE RECEPTIONIST OR CLASSIFIED PERSONNEL DIRECTOR. FAILURE TO PROPERLY SUBMIT AN APPLICATION WILL RESULT IN IT BEING DISCARDED.

AIDE APPLICANTS ONLY

The NCLB Act of 2001 (No Child Left Behind) requires you to:

- 1) Have a High School or G.E.D. Diploma and pass the *state parapro assessment.
- Or
- 2) Have a minimum of two (2) years of college.

Please attach the documents pertaining to your educational background:

- _____ High School Diploma
- _____ G.E.D. Diploma
- _____ Parapro assessment scores (if taken)
- _____ College transcripts or Associates Degree

*For information on the state parapro assessment, please contact the Assistant Director at (423) 639-4194.

Have you ever been dismissed from employment with the Greene County School System? ____No ____Yes
If so, when and why were you dismissed?

Have you ever been convicted of a misdemeanor or a felony in any state of the U.S.?
____No ____Yes. If yes, fully explain the details of such conviction on a separate sheet of paper.

I understand that my employment in the Greene County School System is contingent on receiving a satisfactory Criminal History Record Information report, which will be conducted by the TBI/FBI. An unsatisfactory report will result in immediate forfeiture of my position.

I certify that all information given on this application is true and complete. I understand that obtaining employment through false or incomplete statements may be grounds for dismissal. I hereby authorize Greene County Schools to obtain information from my previous employers, schools, references, and such other sources as determined to be necessary in connection with my employment.

I understand that employment with Greene County School System is subject to passing a pre-employment medical evaluation. I must have on file an acceptable physical examination, tuberculin test and medical history form.

Date

Signature

Typed or Printed Name of Applicant

DISCLAIMER

The Greene County School System does not discriminate in employment or admission on the basis of race, color, sex, age, national origin, religion, or handicap. The Greene County School System complies with the provisions of Title VI and Title VII of the Civil Rights Act of 1964 as amended; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973.

ALL DOCUMENTS FILED WITH APPLICATION become property of the Greene County Board of Education. Applications will be kept on file for one year unless the applicant requests reactivation in writing.

RETURN TO: Classified Personnel Director
Greene County Schools
910 West Summer Street
Greeneville, TN 37743

EOE