

Elizabethton City Schools

Non-Certified Coaching Application Instructions

PLEASE READ CAREFULLY

PRIOR TO CONSIDERATION FOR EMPLOYMENT

A Notice of Position Interest must be completed with a completed application if a person is to be considered for a position with the Elizabethton City School System. Fill out the application, along with supporting documents (references, etc.) and send it to the address below. Only completed applications will be considered for posted positions. If an application is currently on file, a Notice of Position Interest may be downloaded and sent to the address below for consideration.

An application completed in its entirety remains in the active file for two (2) years. At the end of the 2-year period, applications and supporting documents (references, etc.) are discarded. If you wish your application to remain active, it must be updated or renewed in writing or by personal contact to the personnel office of the school system.

IF SELECTED FOR EMPLOYMENT

Please note that a recent physical examination (within the past year), tuberculin test results, and fingerprints must be submitted with the application **PRIOR** to employment. Physical examination forms are available upon request. Tuberculin tests are given at the local Health Department weekly on Monday through Wednesday; however, you must call for an appointment.

You must be fingerprinted (at your cost - \$48.00) for Tennessee Bureau of Investigation and the Federal Bureau of Investigation background checks, if you are offered and accept employment as a classified staff member of the Elizabethton City School System. A money order (**ONLY**) in the amount of \$48.00 payable to Cogent Systems must be sent with the fingerprints. The Tennessee Bureau of Investigation will not accept a personal check, cash or credit card.

You must complete a W-4 form and an I-9 form prior to employment, as well as submit copies of your driver's license and social security card. If hired, an appointment will be made with the human resources department to assist you in the completion of these forms and verify receipt of the required paperwork.

Thank you for your interest in Elizabethton City Schools.

Questions regarding the application process may be directed to:

Elizabethton City School System
804 South Watauga Avenue
Elizabethton, Tennessee 37643-4207
(423) 547-8001

It is the policy of the Elizabethton City School system not to discriminate on the basis of sex, race, national origin, creed, religion, age, marital status, or disability in its educational programs, activities, or employment policies as required by Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973.



ELIZABETHTON CITY SCHOOLS

Notice of Position Interest



For Office Use Only

I am interested in the following position(s) _____

Name _____

Last

First

Middle

Address _____

Street No.

City

State and Zip

Home Phone _____ Work Phone _____ Cell Phone _____

Do you have an Application on file with Elizabethton City Schools? Yes _____ No _____

If yes, check the type:

Teaching _____ Classified _____ Substitute _____

Are you currently employed with the Elizabethton City Schools? Yes _____ No _____

If yes, your current position _____ School/Location _____

Are you Highly Qualified under NCLB? Yes _____ No _____

If yes, please complete all of the following that apply to your Highly Qualified Status:

Codes for Praxis/NTE exams successfully completed: _____

Academic Major (&/Or) Coursework Equivalent _____

Graduate Degree (list) _____

National Board Certification (list area) _____

HOUSSE Evaluation (list type) _____

Signature of Applicant: _____ Date: _____

ELIZABETHTON CITY SCHOOLS

JOHN M. HUTCHINS, Ed.S.
ASSISTANT SUPERINTENDENT
OF SCHOOLS
(423) 547-8105

BETH WILSON, MBA
DIRECTOR OF BUSINESS
& FISCAL MANAGEMENT
(423) 547-8118



E. C. ALEXANDER
INTERIM SUPERINTENDENT

JAMES R. LACY
INTERIM DIRECTOR OF SPECIAL
EDUCATION, TESTING, & GUIDANCE SERVICES
(423) 547-8109

RICHARD B. VANHUSS
DIRECTOR OF FEDERAL PROGRAMS,
& EARLY LEARNING SERVICES
(423) 547-8005

EMPLOYMENT REFERENCE RELEASE

I acknowledge that I have been informed that it is Elizabethton City Schools' general policy to disclose in response to a prospective employer's request only the following information about current or former employees: the dates of employment, descriptions of the jobs performed, and salary or wage rates.

By signing this release, I am voluntarily requesting that Elizabethton City Schools depart from this general policy in responding to reference requests from any prospective employer that may be considering me for employment. I authorize Elizabethton City Schools to disclose to such prospective employers any employment-related information that Elizabethton City Schools, in its sole discretion and judgment, may determine is appropriate to disclose, including any personal comments, evaluations, or assessments that Elizabethton City Schools may have about my performance or behavior as an employee.

In exchange for Elizabethton City Schools' agreement to depart from its general policy and to disclose additional employment-related information pursuant to my request herein, I agree to release and discharge Elizabethton City Schools and Elizabethton City Schools' school board members, successors, employees, officers, and directors from any and all claims, liabilities, and causes of action, of any nature whatsoever, known or unknown, fixed or contingent, that arise from or that are in any manner connected to Elizabethton City Schools' disclosure of employment-related information to prospective employers. This release includes, but is not limited to, claims of defamation, libel, slander, negligence, or interference with contract or profession.

I acknowledge that I have carefully read and fully understand the provisions of this release. I further acknowledge that I was given the opportunity to consult with an attorney or any other individual of my choosing before signing this release and that I have decided to sign this release voluntarily and without coercion or duress by any person.

This release sets forth the entire agreement between Elizabethton City Schools and me regarding the subject matter discussed herein, and I acknowledge that I have not relied upon any representation or statement, written or oral, not set forth in this document.

Signed: _____ Date: _____



ELIZABETHTON CITY SCHOOLS

NON-CERTIFICATED COACHING APPLICATION



For Office Use Only

Please complete this application in its entirety. Failure to complete all requested items constitutes an incomplete application.

Misrepresentation of any portion of the application will result in disqualification. Please type or print in ink.

Name _____
Last First Middle Maiden

Current Address _____
Street & No. City State and Zip

Permanent Address _____
Street & No. City State and Zip

Permanent Phone _____ Current Phone _____

Cell Phone _____ E-Mail Address _____

Have you ever been employed by Elizabethton City Schools? Yes _____ No _____

Dates of Employment _____ Position _____

Coaching Position Applied For _____

School _____

Person to reach in an emergency: _____
Name Telephone Number

Qualifications. List experience(s) which would qualify you for this position:

Playing Experience	Coaching Experience	Location

EDUCATIONAL EXPERIENCES. (List all training programs attended; i.e. workshops, conferences, and courses.)

Title	Place	Hours Credited

Print Applicant's Name: _____

Updated: _____

Middle

First

Last

For Office Use Only

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REFERENCES. List at least five (5) references. From the list of five (5), you must obtain three (3) confidential letters of reference. Letters should reflect a knowledge of the applicant's abilities, strengths, and work ethic. Each completed letter is to be sealed in an envelope (with the signature of the reference written across the seal) and returned to the applicant. The applicant should turn in all letters of reference with the application.

Name	Official Position	Letter on File	Complete Address & Phone Number

List any additional information you believe will help in evaluating your application. _____

TSSAA Coaching Clinic Completed _____ (Hours) CPR/First Aid Training Completed _____ (Date)

TN Driver License Number: _____ If applicable, CDL Number: _____

ATTACH PHYSICAL EXAMINATION FORM AND TUBERCULIN TEST RESULTS.

READ CAREFULLY BEFORE SIGNING BELOW:

Have you ever been convicted of a misdemeanor or felony in any state of the United States (not including minor traffic violations)? Yes ____ No ____ If yes, attach a signed sheet with a detailed explanation.

Have you ever been dismissed or asked to resign from a job position? Yes ____ No ____ If yes, attach a signed sheet with a detailed explanation.

I certify that all information provided in this application is complete and correct to the best of my knowledge. I agree that if any information or answers given herein change, either before or after employment, I will notify the Office of the Director of Schools in writing immediately. I authorize the Director of Schools/designee to conduct background and reference checks including history searches and finger-printing verifications pursuant to TCA § 49-5-513(A).

I recognize that, if I am employed, the Director and/or my immediate principal may assign or reassign me to a specific position as the need requires.

I am aware of no conditions that will prevent me from satisfying completely the job functions for which I have applied.

I understand I may be required to undergo medical examinations or tests deemed necessary by the Elizabethton Board of Education.

I understand that misrepresentation of any of these conditions shall be sufficient grounds for termination of employment, disqualification of the application, and shall also constitute a Class A Misdemeanor, which must be reported to the District Attorney General. I understand that misrepresentation of any of these certifications may subject me to the penalties prescribed in Section 49-5-406 of the Tennessee Code.

APPLICANT'S SIGNATURE: _____ **DATE:** _____

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**This application will be placed on file for a period of two (2) years. It must be updated annually if it is to remain in our active file. A Notice of Position Interest must be completed for a specific posting if the applicant is to receive consideration for an interview.
*Please note that completion of a Notice of Position Interest does not guarantee an interview***

Return Applications to:
Elizabethton City Schools
Office of the Director of Schools
804 South Watauga Ave.
Elizabethton, TN 37643-4207