

Elizabethton City Schools

Classified 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, Praxis test scores, degrees, etc.) and send it to the address below. Only **Highly Qualified** applicants having a complete application 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 credit card may be utilized for payment. A money order or cashier's check in the amount of \$48.00 (made payable to L-1 Identity Solutions) may also be used as a payment option.

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. **Employment with the Elizabethton City School System shall be conditional upon successful processing of fingerprints and the receipt of a clean criminal history and background check.** 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) _____

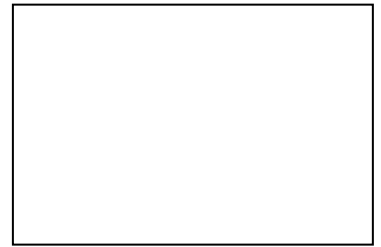
I certify that all information provided in this notice is complete and correct to the best of my knowledge. I agree that if any information or answers given herein change, either before or after employment, I will notify the Office of the Director of Schools in writing immediately. I further understand that employment with the Elizabethton City School System shall be conditional upon successful processing of fingerprints and the receipt of clear criminal history and background check.

Signature of Applicant: _____ Date: _____



ELIZABETHTON CITY SCHOOLS

Classified 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.

Check all areas of interest:

Substitute Teacher ___ Custodial ___ Clerical ___ Technology ___ Bookkeeper ___

Teacher Assistant ___ Maintenance ___ Food Services ___ Other _____

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 _____

EDUCATION AND PROFESSIONAL TRAINING: Photocopies of high school, college and university transcripts must be included with this application.

<i>High School, College, or University (most recent first)</i>	Name & Location of Educational Institution	Dates Attended Mo/Yr to Mo/Yr	Degree or Area of Study	Date Degree Awarded

Do You Hold a Tennessee Teaching License? Yes ___ No ___

If yes, is your license Current ___ Expired ___ Pending ___

List Certification/Endorsement Area(s) _____

Tennessee Teacher License No. _____ Expiration date _____

Print Applicant's Name: _____
 Middle _____
 First _____
 Last _____
 Updated: _____

**INCLUDE WITH THIS APPLICATION A COPY OF ANY LICENSES, CERTIFICATES,
OR CERTIFICATIONS YOU MAY HAVE RECEIVED**

EMPLOYMENT EXPERIENCE: List positions in chronological order (most recent first).

Position/Job Responsibilities	Address and Phone Number of Employer	Name & Phone Number of Supervisor	Dates Employed Mo/Yr to Mo/Yr

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

If selected, when can you begin work? _____

Please list any special skills you possess that are related to the desired position: _____

***For Teacher Assistant Applicants (only)**

NCLB mandates that teacher assistants be highly qualified. Check the method used to attain HQ status and provide the appropriate documentation

Highly Qualified by: 2-year degree ___ (college transcript)

ParaPro exam ___ (test score)

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

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 further understand that employment with the Elizabethton City School System shall be conditional upon successful processing of fingerprints and the receipt of clear criminal history and background check.

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:** _____

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.

**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