



# Houston County Board of Education

PO Box 209

Erin, TN 37061

Phone: 931-289-4148 Fax: 931-289-5543

## Certified Personnel Application for Employment

### Applicant Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Last First M.I.

Address: \_\_\_\_\_  
Street Address Apartment/Unit #

\_\_\_\_\_ City State Zip Code

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Position Desired: \_\_\_\_\_ Date Available: \_\_\_\_\_

Have you ever worked for Houston County Schools?  Yes  No If so, when? \_\_\_\_\_

### Teaching License Information

Tennessee Educator License Number: \_\_\_\_\_

Date Issued: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Out-of-State Educator License Number: \_\_\_\_\_

State Issued: \_\_\_\_\_

List ALL Endorsement Codes and Title of Endorsements\*:

_____	_____
_____	_____
_____	_____
_____	_____

**\*Please attach a copy of Educator License with Endorsements and submit with this application.**

## Please Read and Sign

1. I have read and understand the current job description approved by the Board of Education for the position in which I have applied.
2. I understand that my application will remain active for five (5) years, after which time it will be purged from the file and destroyed.
3. I recognize that if employed, the Board of Education may assign or reassign me to a specific position as the need requires.
4. If my most recent employer was another Tennessee public school district and if my termination was voluntary, I can certify that my resignation was, or will be submitted in writing at least thirty (30) days prior to the beginning date stated; or, if with thirty days, that the previous board has waived it's right to such notice. A copy of my letter of resignation or the said board action is attached or will be provided.
5. I have not been dismissed from any previous employment for improper or unprofessional conduct, ineffective service, neglect of duty, incompetence, or insubordination.
6. Have you been convicted of a felony (including a conviction plea of nolo contendere/no contest), improperly used narcotics or intoxicants, been convicted of possessing narcotics, falsified documentation required for licensure, or altered your license or certificate?  Yes  No
7. I do not have any contagious or communicable diseases, which may endanger the health of children.
8. I am a citizen of the United States of America or have obtained the proper work credentials.
9. I shall support the constitution of Tennessee and the United States of America.
10. I do not advocate the overthrow of the American form of government nor am I a member of a political party that advocates the overthrow of the American form of government.
11. I understand that the misrepresentation of any of the above statements may subject me to a fine, loss of employment opportunity, and/or loss of position if employed.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

## Position Desired

Grades:	<u>K-1</u>	<u>2-3</u>	<u>4-5</u>	<u>6</u>	<u>7-8 (Subject)</u>	<u>9-10 (Subject)</u>	<u>11-12 (Subject)</u>
1 <sup>st</sup> Choice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
2 <sup>nd</sup> Choice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
3 <sup>rd</sup> Choice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____

## Education Background (From most recent)

**College/Other:** \_\_\_\_\_ Address: \_\_\_\_\_  
(City and State)

From: \_\_\_\_\_ To: \_\_\_\_\_ Major: \_\_\_\_\_ Minor: \_\_\_\_\_

**College/Other:** \_\_\_\_\_ Address: \_\_\_\_\_  
(City and State)

From: \_\_\_\_\_ To: \_\_\_\_\_ Major: \_\_\_\_\_ Minor: \_\_\_\_\_

**College/Other:** \_\_\_\_\_ Address: \_\_\_\_\_  
(City and State)

From: \_\_\_\_\_ To: \_\_\_\_\_ Major: \_\_\_\_\_ Minor: \_\_\_\_\_

**High School:** \_\_\_\_\_ Address: \_\_\_\_\_  
(City and State)

From: \_\_\_\_\_ To: \_\_\_\_\_ Major: \_\_\_\_\_ Minor: \_\_\_\_\_

### Teaching Experience (From most recent)

**School:** \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Principal: \_\_\_\_\_

Job Title: \_\_\_\_\_ Salary: \_\_\_\_\_

Grades/Subject: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

**School:** \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Principal: \_\_\_\_\_

Job Title: \_\_\_\_\_ Salary: \_\_\_\_\_

Grades/Subject: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

**School:** \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Principal: \_\_\_\_\_

Job Title: \_\_\_\_\_ Salary: \_\_\_\_\_

Grades/Subject: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

### Previous Employment (From most recent)

**Company:** \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Principal: \_\_\_\_\_

Job Title: \_\_\_\_\_ Salary: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference?  Yes  No

**Company:** \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Principal: \_\_\_\_\_

Job Title: \_\_\_\_\_ Salary: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference?  Yes  No

**Company:** \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Principal: \_\_\_\_\_

Job Title: \_\_\_\_\_ Salary: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference?  Yes  No

### **Military Service**

**Branch:** \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Rank at Discharge: \_\_\_\_\_ Type of Discharge: \_\_\_\_\_

If other than Honorable, please explain: \_\_\_\_\_

**Branch:** \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Rank at Discharge: \_\_\_\_\_ Type of Discharge: \_\_\_\_\_

If other than Honorable, please explain: \_\_\_\_\_

**Branch:** \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Rank at Discharge: \_\_\_\_\_ Type of Discharge: \_\_\_\_\_

If other than Honorable, please explain: \_\_\_\_\_

### **Student Teaching (For applicants with less than two years experience.)**

**School:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Supervising Teacher:** \_\_\_\_\_

**Grade/Subject:** \_\_\_\_\_ **From:** \_\_\_\_\_ **To:** \_\_\_\_\_

**School:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Supervising Teacher:** \_\_\_\_\_

**Grade/Subject:** \_\_\_\_\_ **From:** \_\_\_\_\_ **To:** \_\_\_\_\_

**References**

**Full Name:** \_\_\_\_\_ **Relationship:** \_\_\_\_\_

**Company:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Full Name:** \_\_\_\_\_ **Relationship:** \_\_\_\_\_

**Company:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Full Name:** \_\_\_\_\_ **Relationship:** \_\_\_\_\_

**Company:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Extracurricular Activities (High School, College, Career)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Travel, Honors, Offices (College, Career)**

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**Organizations**

**Professional:** \_\_\_\_\_

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**Civic:** \_\_\_\_\_

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**Are you prepared to:**

**Elementary: (Check all that apply.)**

**Teach students in your room?**

- |                    |                              |                             |
|--------------------|------------------------------|-----------------------------|
| Art                | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Music              | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Physical Education | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

**Secondary: (Check all that apply.)**

**Sponsor activities? (Check at least one.)**

- |                                       |                                    |
|---------------------------------------|------------------------------------|
| Cheerleading <input type="checkbox"/> | Coach <input type="checkbox"/>     |
| Drama <input type="checkbox"/>        | Forensic <input type="checkbox"/>  |
| Music <input type="checkbox"/>        | Newspaper <input type="checkbox"/> |
| Senior Class <input type="checkbox"/> | Year Book <input type="checkbox"/> |
| Other <input type="checkbox"/>        |                                    |

(If other, please specify.) \_\_\_\_\_

**Make a brief statement on why you have chosen teaching as a profession.**

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**Accommodations**

Is there any accommodation you need to perform the essential functions of the position for which you are applying? (Optional) Yes  No

If so, please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

***Houston County Schools does not discriminate on the basis of age, race, color, creed, religion, national origin, or disability in the operation of its educational programs, activities, or employment practices.***

**Disclaimer and Signature**

*I certify that my answers are true and complete to the best of my knowledge.*

*If this application leads to employment, I understand that false or misleading information in my application or interview may result in my dismissal.*

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Submitting Options**

**Mail to:**  
Houston County Board of Education  
ATTN: Channy Quinn, K-12 Director of Teaching & Learning  
PO Box 209  
Erin, TN 37061

**Fax to\*:**  
Houston County Board of Education  
931-289-5543  
ATTN: Channy Quinn

**Email to\*:**  
Channy Quinn, K-12 Director of Teaching & Learning  
[clarkc3@houstonk12tn.net](mailto:clarkc3@houstonk12tn.net)

**\*If you choose to Fax or Email your application, please mail a hard copy with your signature.**