

# Application for Professional Employment



## Obion County Schools

*"Measuring Our Successes One Student at a Time"*

**Obion County Schools  
1700 N. Fifth St.  
Union City, TN 38261**

**Phone (731) 885-9743**

**Fax (731) 885-4902**

**Russell J. Davis**  
Director of Schools

**Instructions to Applicants for Professional Employment**  
(Read Carefully)

We appreciate your interest in the Obion County Schools. In order to facilitate the application process, please read and follow these instructions.

1. Your application is considered complete when we are in receipt of the following:
  - a. The application form completed in its entirety. (Complete addresses and phone numbers must be included where requested).
  - b. A copy of your NTE/Praxis scores that are required for licensure in Tennessee.
  - c. Transcripts of all academic work completed. (If you are presently completing a degree program, you should have your transcript sent during the last semester prior to graduation. A complete transcript with the degree posted should be submitted as soon as possible after graduation.)
  - d. A copy of your Tennessee teaching license and Career Ladder certification, if applicable. Out-of-state applicants should apply for a Tennessee license directly with the Tennessee State Department of Education, 6th Floor Gateway Plaza, 710 James Robertson Parkway, Nashville, TN 37243-0375. If you do not currently hold a license please advise regarding status or notice that the license is in process.
2. All applications are reviewed, considered, and kept on file for two years. Individuals who wish to keep their application active must notify the personnel department in writing by July 1st of the second year. It is the applicant's responsibility to keep their application current. No reminders are sent to the applicants.
3. Tennessee State Law requires all applicants applying for any position in a Tennessee Public School to undergo a background check by the Tennessee Bureau of Investigation as well as other background checks.

Applicants must be fingerprinted. Applicants who can furnish verification of a TBI/FBI Background Check within the last year will not need to submit fingerprints.

An employee may begin work before the results of the background check have been returned to the school system. However, if the background check reveals criminal problems, the employee will be terminated.

<b>For Office Use Only:</b> Date Scheduled _____	Background Check Completed _____
TBI RESULTS RECEIVED _____	FBI RESULTS RECEIVED _____

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**APPLICATION FOR PROFESSIONAL EMPLOYMENT**

This application will not be considered unless completed in its entirety. Attach resume if available.

Date \_\_\_\_\_

Name \_\_\_\_\_ Social Security No. \_\_\_\_\_

Present Address \_\_\_\_\_  
Street City State Zip

Alternate Address \_\_\_\_\_  
Street City State Zip

Telephone No. \_\_\_\_\_ Cell or Alternate No. \_\_\_\_\_

**EDUCATIONAL BACKGROUND**

(A complete College or University transcript must accompany this application.)

Name and Location of Schools Attended	Dates: From/To	Degrees	Major Subject

Type of Tennessee Certificate held: \_\_\_\_\_

Area(s) of Endorsement: Title \_\_\_\_\_ Code \_\_\_\_\_ Title \_\_\_\_\_ Code \_\_\_\_\_

Title \_\_\_\_\_ Code \_\_\_\_\_ Title \_\_\_\_\_ Code \_\_\_\_\_

Title \_\_\_\_\_ Code \_\_\_\_\_ Title \_\_\_\_\_ Code \_\_\_\_\_

At what level or subject did you do your student teaching? \_\_\_\_\_

Where? \_\_\_\_\_ When? \_\_\_\_\_

**TEACHING EXPERIENCE**

(List last position first)

Name of School or System Location of Experience	Type of Work Grade or Subjects Taught	Name & Address of Immediate Supervisor	Date(s) Employed From - To

List activities in which you are competent and willing to direct: debate, plays, student council, publications, clubs, athletics, other:

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**WORK EXPERIENCE**

(As adult, other than teaching)

Dates From/To	Location	Position	Years

**CERTIFICATION OF ACCURACY**  
(As required by TCA49-131B)

I certify that all of the statements made in this application are true, complete, and correct, to the best of my knowledge and belief and are made in good faith; I understand that false information may be grounds for rejection of my application. I recognize that, if I am employed, the Obion County Board of Education will assign or reassign me to specific positions as the need arises.

I hereby certify that I have not been convicted of a misdemeanor or a felony in any state of the United States. I further certify that I have not been dismissed from any previous employment for improper or unprofessional conduct, ineffective services, neglect of duty, incompetence or insubordination as the same are defined in Section 49-101 of the Tennessee Code.

If my most recent employer were another Tennessee public school system and if my termination was voluntary, I hereby certify that my resignation was, or will be submitted at least 30 days prior to the beginning date stated hereon; or if within 30 days, that the previous board has waived its rights to such notice. A copy of my letter of resignation or of the said board action is attached or will be provided.

I understand that misrepresentation of any of these certifications may subject me to the penalties prescribed in Sections 49-1317 or 49-1318 of the Tennessee Code.

Signature \_\_\_\_\_ Date \_\_\_\_\_  
(If you cannot sign the above, please give a full explanation on a separate piece of paper)

**READ CAREFULLY BEFORE SIGNING APPLICATION:**

Please read carefully and answer the following questions before you sign your complete application for employment in the Obion County School System.

1. Do you understand that if employed the Director of Schools may assign you to a specific position as the need requires? Yes  No
2. Are you a citizen of the United States? Yes  No
3. Do you have any contagious disease which may endanger the health of school children? Yes  No
4. Has your resignation from previous employment been or will it be, submitted in writing at least ten (10) days prior to the beginning date of employment; or if within ten (10) days the previous employer has waived its right to such notice? Yes  No
5. Have you ever been convicted of a misdemeanor or felony in any state of the United States? (If yes, give details on a separate sheet of paper.) Yes  No

Knowingly falsifying information required by Sec. 49-5-406(2)(1) shall be sufficient ground for termination of employment and shall also constitute a class A misdemeanor, which must be reported to the District Attorney General for prosecution. The accuracy of information submitted on this application shall be verified by fingerprint and criminal history records check conducted by the Tennessee Bureau of Investigation pursuant to Tennessee Code Annotated Section 49-5-413(2). You are not required to disclose a parking or moving traffic violation if the maximum sanction provided by law for such violation does not include a period of confinement.

The information given herein is true to the best of my knowledge.

\_\_\_\_\_  
Applicant Signature

*The Obion County School System does not discriminate on the basis of age, sex, race, color, religion, national origin, or disability in the operation of its educational programs and activities, including employment practices*

**REFERENCES**  
(Minimum of three)

Name	Position	Address (Street, City, State, Zip, & Phone)

**MILITARY SERVICE RECORD**

Were you in the U.S. Armed forces? Yes  No  What Branch? \_\_\_\_\_

Dates of Duty: From \_\_\_\_\_ to \_\_\_\_\_ Rank at discharge? \_\_\_\_\_

List duties in the service including special training: \_\_\_\_\_

In accordance with Board Policy #1.108, please state names of relatives working with us:  
\_\_\_\_\_  
\_\_\_\_\_

Is there any accommodation you may need to perform essential functions of the position for which you are applying? (Optional)

Yes  No

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

In your handwriting, write a brief statement on why you have chosen teaching as a profession.


# HIGHLY QUALIFIED INFORMATION

1. Are you highly qualified as defined by No Child Left Behind (NCLB)?    Yes     No

2. What option did you complete to become highly qualified?  
(Please check all that apply)

General Options

HOUSSE Options (Existing Teachers Only)

Academic Major (transcript attached)   

Professional Matrix (attached)   

Coursework Equivalent (transcript attached)   

Teacher Effective Data (documentation attached)   

Graduate Degree (transcript attached)   

Framework for Evaluation and Professional Growth   
(option available after July 2004)

National Board Certification (copy attached)   

NTE/PRAXIS Test (documentation attached)   

Highly Qualified from another state      
(documentation attached)

**NOTE:** Documentation of Highly Qualified must be attached

3. Highly Qualified Content Area(s): Only one option is required for each content area. The following indicates the content area(s) and the option(s) that I have chosen to demonstrate that I meet the qualified requirements.


I hereby assure the Obion County School System that I hold a valid Tennessee teaching license. I understand that by completion of this document demonstrates that I am a Highly Qualified Teacher in the above content area(s) under NCLB guidelines.

Misrepresentation or falsification of information may result in removal of highly qualified status and could be grounds for dismissal under TCA 49-5-511.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

Return completed application to:

**Obion County Schools  
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