

**CLASSIFIED PERSONNEL  
APPLICATION for EMPLOYMENT  
Manchester City Board of Education**

I am applying for employment as \_\_\_\_\_,  
*position*  
to begin on \_\_\_\_\_,  
*date or school term*

1. I recognize that if I am employed, the Board of Education may assign or reassign me to a specific position as the need requires.
2. I have not been convicted of a felony in any state of the United States.
3. I have not been dismissed from any previous employment for improper or unprofessional conduct, inefficient service, neglect of duty, incompetence or insubordination.
4. My resignation from previous employment was, or will 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.
5. I am a citizen of the United States, or have obtained the proper work credentials.
6. I do not have any contagious or communicable disease which may endanger the health of school children.
7. I understand that misrepresentation of any of the above statements may subject me to a fine, loss of opportunity for employment, and loss of position if employed.
8. **I understand that my employment is contingent upon a satisfactory background check. I further understand that my name, Date of Birth, and Social Security Number will be submitted to the Department of Children's Services and that my name and/or Social Security Number will be checked on the Tennessee Sexual Offender Registry and the Tennessee Child Abuse Registry against the list of known offenders. I understand that my employment is contingent upon a satisfactory report from all of these inquiries.**

\_\_\_\_\_  
*date*

\_\_\_\_\_  
*signed*

\_\_\_\_\_  
*typed or printed name*

\_\_\_\_\_  
address:



**References**

Name	Address	Phone	Position

**Accommodations**

Is there any accommodation you may need to perform the essential functions of the position for which you are applying? (optional)  
\_\_\_\_\_ yes \_\_\_\_\_ no

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

*The Manchester City School System does not discriminate on the basis of age, sex, race, color, creed, religion, national origin, or handicap in the operation of its educational programs and activities including employment practices.*

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