

**Professional 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 director of schools may assign or reassign me to a specific position as the need requires.
2. I have not been convicted of a misdemeanor or felony in any state of the United States.
2. I have not been dismissed from any previous employment for improper or unprofessional conduct, inefficient service, neglect of duty, incompetence or insubordination.
3. If my most recent employer was another Tennessee public school system and if my termination was voluntary, I certify that my resignation was, or will be submitted in writing at least thirty (30) days prior to the beginning date stated; or, if within thirty (30) days, that the previous board has waived its right to such notice. A copy of my letter of resignation or of the said board action is attached or will be provided.
4. I do not have any contagious or communicable disease which may endanger the health of school children.
5. I shall support the constitution of Tennessee and the United States.
6. I understand that if I am hired to fill a temporary position, I have no expectancy of continued employment but shall be considered for initial employment to fill other vacancies.
7. **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.**
8. I understand that misrepresentation of any of the above statements may subject me to a fine, loss of an opportunity for employment, and loss of position if employed.

date

signed

typed or printed name

address

Tennessee Teacher License Number _____ Date _____

Last Name _____ First Name _____ Middle Name _____

Date Available for Employment _____

Social Security #: _____

Present Address _____

Street

City, State, Zip

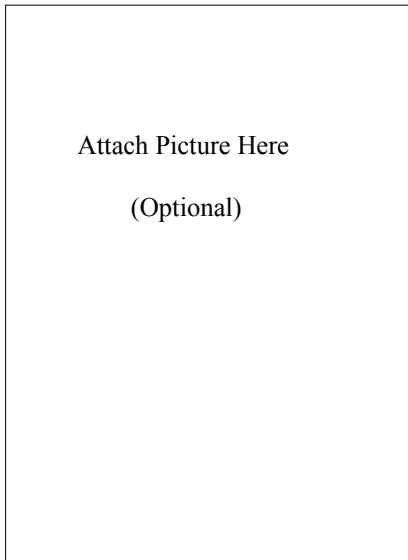
Phone

Permanent Address _____

Street

City, State, Zip

Phone



Position Desired

Grades	K-1	2-3	4-6	7-8 (Subject)	9 (Subject)
1 st Choice					
2 nd Choice					
3 rd Choice					

Educational Background (in order beginning with high school)

School	Location	Degree/HS Diploma	Date	Major	Minor

Sem. Hours in: Art _____ Health _____ Music _____ Physical Education _____

Special Education _____ Reading _____ Library Science _____ Science _____

The school system does not discriminate on the basis of age, sex, race, color, creed, religion, national origin, or disability in the operation of its educational programs and activities, including employment practices.

Highly Qualified Status: Please list any and all areas in which you have been awarded Highly Qualified Status based on No Child Left Behind requirements. If you are not Highly Qualified please indicate below.

Teaching Experience--Regular, full time only (List in order beginning with most recent)

School	Address	Principal	Grade/ Subject	School Year	Total Months	Last Annual Salary

Other Work Experience (List in order beginning with most recent)

Types of Work	Name and Address of Firm or Employer	Date	Last Annual Salary
		From To	
		From To	
		From To	

Military Service

Branch	Date	Total Years
	From To	

References

Name	Address	Phone No.	Position

Practice Teaching (For applicants with less than two years of experience)

School	Grade/Subject	Date	Supervising Teacher	Address

Courses Taken In College or University (Attach Transcript)

Activities (High School, College, and since)

Travel, Honors, Offices (College and Since)

Organizations:

(a) Professional

(b) Civic

Are you prepared to:

Elementary

(a) Teach the students in your room: Art? ____ Music? ____ Phy. Ed.? ____

Secondary

(b) Sponsor any activity? (Circle at least one). Annual, Newspaper, Forensic, Music, Drama,
Cheerleaders, Senior Class, Service Club, Coach

Specify _____ Club, Other _____
Subject Matter

In your handwriting, Make a brief statement on why you have chosen teaching as a profession.
(Use back of page if necessary)

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 (Use back of page if necessary)

Issued 07/18/00