Notice of Renewal:
Date: _____

APPLICATION FOR TEACHING POSITION
MCKENZIE SPECIAL SCHOOL DISTRICT
114 BELL AVENUE - MCKENZIE, TN 38201
PHONE: 731-352-2246

IMPORTANT: Read carefully

Applicants who have a resume may omit portions of this application that are answered by the resume.

Applications are sent to all who request an application, regardless of existing vacancies.

No candidate will be considered who is not a graduate of an approved four-year college.

Preference will be given to candidates who already have a teaching license.

This application is but one part of the employment process. Candidates are advised to communicate with the principal of the school before investing a considerable amount of time and funds in seeking an interview. A personal interview with an applicant is required before a decision is made.

We reserve the right the check all information for accuracy and completeness.
All applications for employment are a matter of public record.

Name of Applicant:

_____
First Name Initial Last Name

Present Address:

Street:_____

City:_____

State:_____ Zip:_____

Telephone:_____

Permanent Address:

Street:_____

City:_____

State:_____ Zip:_____

Telephone:_____

Personal:
Date of birth: _____
(required upon employment)

Do you have a legal right to work in the United States?
Yes_____ No_____

Have you ever been convicted of a Felony?
(Note: this may be relevant if job-related, but does not bar you from employment):
Yes_____ No_____

If YES, please explain:_____

_____

_____

Personal Email address: _____
_____

Social Security #:_____
(required upon employment)

EDUCATIONAL BACKGROUND

A. Elementary and Secondary Education - (to be filled in by every applicant)

State	City	# of years attended	Grade Completed

B. College and Professional Education - (to be filled in by every applicant)

Names and addresses of higher institutions in which credits have been earned.	Degrees earned	Semester Hours Earned

PLEASE ENCLOSE A COPY OF YOUR PRAXIS AND TRANSCRIPT

TEACHING EXPERIENCE - (list in chronological order)

Type of Position	Name of School System	Grade Level	Subjects Taught	Period of Service	Total # of Months Taught

Summary of teaching experience as given above
Elementary (K-6)_____ years Middle/Secondary (7-12)_____ years
Total teaching experience _____ years Administrative _____ years

EXPERIENCE OTHER THAN TEACHING - (list in chronological order)

Name of Employer	Employer's Address	Period of Service	Type of Work/Reason for leaving

GENERAL

For what school year are you applying? _____

Are you under contract for the period for which you are applying? _____

If "YES", with whom? _____

Why do you wish to work in this school district? _____

_____

_____

Do you hold a Tennessee teacher's license? _____
_____ Apprentice _____ Professional

Grade levels/core courses highly qualified in: _____

When does your license expire? _____ Areas of endorsement: _____

_____

_____

Before a contract can be written, your Teaching License must be made available.

POSITION

A. Type of Work - (to be filled in by every applicant)

Mark 1 for first choice, and 2 for second choice.

Elementary (K-6)_____ Middle/Secondary (7-12)_____

B. Special Fields (ability to direct student activities)

Please list activities in which you have participated and are prepared to conduct.

_____

_____

Please list activities which you have conducted

_____

_____

REFERENCES

These should be individuals who are willing to provide professional and/or character references for the position you seek. Please include superintendents and principals for whom you have taught.

Name	Complete Address	Title	Relation to your work

SUPPLEMENTARY OR EXPLANATORY COMMENTS: i.e. experience in advanced placement classes, gifted education, extended contract experience, or other specialized assignments.

PLEASE READ THE FOLLOWING AND ANSWER AS INDICATED IN THE FIRST TWO STATEMENTS BY UNDERLINING THE CORRECT RESPONSE.

I further certify that I (have) (have not) been dismissed from any previous employment for improper or unprofessional conduct, inefficient service, neglect of duty, incompetence, or insubordination as defined in Section 49-5-501 of the Tennessee Code Annotated. I "have" as indicated, explained fully the details of the dismissal(s) on an attachment to this application.

If my most recent employer were another Tennessee public school system and if my termination were 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 right to such notice. A copy of my letter resignation or the said board action is attached or will be provided.

I understand that misrepresentation of any of these certificatins may subject me to the penalties prescribed in Section 49-5-506 or 49-5-507 of the Tennessee Code Annotated.

I recognize that, if I am employed, the Director of Schools of the said school system will assign or reassign me to a specific position as deemed necessary.

A COPY OF YOUR COLLEGE TRANSCRIPTS AND ALL DOCUMENTS NECESSARY FOR HIGHLY QUALIFIED REQUIREMENTS MUST BE ATTACHED.

Signature of Applicant

Date

The accuracy of information submitted on this application must be verified by background check conducted by the Tennessee Bureau of Investigation pursuant to TN Code Annotated, Section 49-5-413. 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. You WILL be required to pay the costs incurred in conducting this background investigation if you are offered and accept a position with the school system. In the event an applicant, after employment, receives an unsatisfactory background check, the applicant shall be terminated. **Knowingly falsfying information required by Sec. 49-5-406(a) shall be sufficient grounds for termination of employment and shall also constitute a Class A misdemeanor which must be reported to the District Attorney General for prosecution.**

MCKENZIE SPECIAL SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER and does not discriminate on the basis of race, sex, color, religion, national origin, age disability or veteran status in employment opportunities and benefits.