

Date Submitted: _____ Name: _____

Applying for: (Check all that apply)

☐ Educational Assistant ☐ Secretary ☐ School Nurse ☐ Building/Grounds

☐ Cafeteria Staff ☐ Substitute Teacher ☐ Substitute Cafeteria Staff

Please check all school(s) in which you would be willing to work.

☐ Primary School (PK-3) ☐ Middle School (4-8) ☐ High School (9-12)

Huntingdon Special School District

Expecting More, Doing More, Achieving More



Mission

The mission of the Huntingdon Special School District is to commit to having a culture that encourages unconditional care and support for each person while establishing a climate where each person feels safe and willing to take risks to discover new learning. We strive to engage our community, support our teachers and staff, and ultimately prepare our students. Huntingdon strives to offer a unique educational experience to all students that will challenge them to be curious learners, respectful individuals, and humble leaders. We are continuing to expect more, do more, and achieve more because we want to produce students that will make our community and world a better place.

Vision

Providing opportunities and supports today that will impact our experiences tomorrow.

**HUNTINGDON SPECIAL SCHOOL DISTRICT
DR. JONATHAN KEE, DIRECTOR OF SCHOOLS
P.O. BOX 648, 585 HIGH STREET
HUNTINGDON, TENNESSEE 38344**

SUPPORT STAFF APPLICATION

PERSONAL	
Last Name, First, Middle	Date
Street Address	Home Telephone
City, State, Zip	Business Telephone
E-mail Address	Cellular Telephone
Have you ever applied for employment with us? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes: Month and Year _____	Social Security Number

EDUCATION AND PROFESSIONAL PREPARATION <i>Please attached copies of high school diploma and/or college transcript</i>					
Level	Institution	City and State	Major	Degree	Year
High School					
College					
Other					
Other					

PREVIOUS WORK EXPERIENCE <i>List most recent first</i>			
Dates (From-To)	Place of Employment	Position	Supervisor/Phone

REFERENCES

List three (3) who are not relatives

Name	Address	Phone	How long have you known this person?

Additional Information

1. Are you presently employed by another school district in a support staff position?

☐ Yes ☐ No

If yes, where: _____

2. Have you ever been asked to resign from a position of employment or been dismissed, fired, discharged, suspended or otherwise subject to disciplinary action? ☐ Yes ☐ No

If yes, explain:

3. Have you ever been convicted of any violation of the law other than a minor traffic ticket?

☐ Yes ☐ No

If yes, explain:

4. Do you have any criminal charges pending against you or are you currently involved in any criminal proceeding including supervised or unsupervised probation? ☐ Yes ☐ No

If yes, explain:

If applying to be a substitute teacher, do you have a teaching license in any state that has been revoked or suspended?

_____ Yes _____ No _____ Not Applicable

Criminal Background Checks

Tennessee State Law, TCA 49-5-413 requires that every employee working in proximity to children must complete a Criminal History Records Check. TCA 49-5-13 further states that all school employees must be fingerprinted and have a Tennessee Bureau of Investigation background check completed prior to employment, and as such any or all facts contained in this application may be investigated. This investigation may include, but is not limited to credit, criminal, employment, and/or driving records. This is completed as part of the employee's intake procedure, and employees must pay the cost of the background check.

Applicant's Certification and Release of Liability

I certify that all information provided in this application is complete and correct to the best of my knowledge. I agree that any falsification will constitute disqualification of my application or grounds for dismissal. I agree that if any information or answers to questions change either before or after employment, I will notify the personnel office in writing immediately. I authorize the Director of Schools or his designee to complete reference checks. I understand that all employees are subject to assignment of duties by the Director of Schools.

Signature_____ Date_____

It is the policy of the Huntingdon Special School District not to discriminate on the basis of sex, race, national origin, creed, age, marital status, or disability in its educational programs, activities or employment policies as required by Title VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Educational Amendments and Section 504 of the Federal Rehabilitation Act of 1973. Discrimination shall include antisemitism, defined as a certain perception of Jews, which may be expressed as hatred toward Jews including, but not limited to, rhetorical and physical manifestations of antisemitism directed toward Jewish or non-Jewish individuals and/or their property, toward Jewish community institutions and religious facilities.