

MARION COUNTY BOARD OF EDUCATION SUBSTITUTE TEACHING APPLICATION

Name: _____
LAST
FIRST
MIDDLE
MAIDEN

Last 4 of Social Security Number: _____ E-Mail: _____

Home Phone: (_____) _____ Cell: (_____) _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

School(s) you wish to substitute at:

| | |
|--|---|
| <input type="checkbox"/> Jasper Elementary <input type="checkbox"/> Monteagle Elementary <input type="checkbox"/> South Pittsburg Elementary <input type="checkbox"/> Whitwell Elementary <input type="checkbox"/> Jasper Middle | <input type="checkbox"/> Whitwell Middle <input type="checkbox"/> Marion County High <input type="checkbox"/> South Pittsburg High <input type="checkbox"/> Whitwell High <input type="checkbox"/> Central Prep Academy ^(alternative school) |
|--|---|

Are you interested in working as a substitute in school nutrition? Yes No

Have you ever been employed by the Marion County Board of Education? Yes No

If yes, where and when? What was your reason for leaving? _____

EDUCATIONAL AND PROFESSIONAL PREPARATION: (Please attach copies of high school diploma and/or college transcript)

| School/College | Highest Degree or Hours | Subject Major | Subject Minor |
|----------------|-------------------------|---------------|---------------|
| | | | |
| | | | |
| | | | |

WORK EXPERIENCE:

| Employer Name/Address | Position | Supervisor | Phone Number |
|-----------------------|----------|------------|--------------|
| | | | |
| | | | |
| | | | |
| | | | |

WORK REFERENCES:

| Name | Position | Address | Phone Number |
|------|----------|---------|--------------|
| | | | |
| | | | |
| | | | |

List any experiences with children, which you feel would help qualify you: _____

Are you related to any employees of the Marion County Board of Education? Yes No If yes, please list the name(s) and the relationship: _____

Have you ever been arrested (even if no contest or charges dropped or pled down) for a crime? Yes No If yes, please give a brief explanation: _____

Have you been convicted of the illegal possession, use, manufacture and/or resale of drugs, including conviction on a plea of guilty, a plea of nolo contendere or no contest, or an order granting pre-trial diversion or Judicial Diversion in this state or any other state? Yes No If yes, please give a brief explanation: _____

Have you been convicted, pled guilty or pled nolo contendere to a criminal offense, other than a minor traffic violation (this includes, but is not limited to, a felony, misdemeanor, DUI, etc.) in any state of the United States? Yes No If yes, please give a brief explanation: _____

Have you ever been found by the Department of Children's Services to have committed child abuse, severe child abuse, child sexual abuse, child neglect or been reported as a perpetrator? Yes No If yes, please give a brief explanation: _____

Are you currently under investigation in any state of the United States or been named in an indictment, accusation or special presentment of any offense, other than a minor traffic violation? Yes No If yes, please give a brief explanation: _____

Have you been dismissed from any previous employment for incompetency, inefficiency, neglect of duty, immoral or improper conduct, insubordination or other just cause? Yes No If yes, please explain: _____

Based on the job description and familiarity with work, are you able to perform the essential functions of the job for which you are applying? Yes No If no, please explain: _____

I authorize Marion County Schools to conduct a background investigation and authorize release of information in connection with my application for employment. This investigation may include such information as criminal or

civil convictions, previous employers and educational institutions, personal references, professional references and other appropriate sources. I waive my right of access to any such information and without limitation hereby release Marion County Schools and the reference source from any liability in connection with its release or use. After January 1, 2000 all background checks will be processed through the Tennessee Bureau of Investigation and the Federal Bureau of Investigation.

I agree to release all investigative records to Marion County Schools for examination for the purpose of verifying the accuracy of criminal violation information as required by the Tennessee Code Annotated, Section 49-5-406(a)(1). If offered employment, I agree to submit a fingerprint sample for a criminal history check to be conducted by MCBOE.

I understand that all job offers are contingent upon the recommendation of the principal, background investigations, review of references and other relevant information. Any misleading or incorrect statements, omissions or failure to disclose criminal convictions may remove this application from further consideration for employment and if employed, may be cause for immediate termination.

Knowingly falsifying information required by 49-5-406(c)(2) 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. The accuracy of such information may be verified by fingerprint and criminal history check conducted by TBI and FBI pursuant to 49-5-413(a)(2).

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in immediate discharge. I understand that I am to abide by all policies and procedures of the employer which may be changed from time to time at the employer's discretion.

I agree to notify Marion County Board of Education Human Resources Department the day after my arrest should I be arrested on the offense of any Class B misdemeanor/felony or above. Failure to do so may result in termination of my employment.

My signature below indicates that I understand and agree to all statements in this application. Furthermore, I certify that I have made true, correct and complete answers and statements on this application and on any supplement to it. Upon approval of the Director of Schools, any misrepresentation on this application will be sufficient grounds for rejection of my application.

Signature of Applicant: _____ Date: _____

The Marion County 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 practice.