

Name: \_\_\_\_\_

TN License: \_\_\_\_\_ Endorsements: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

# 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

# CERTIFIED TEACHER APPLICATION

<b>P E R S O N A L</b>	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
	Position(s) for which application is being made:	When will you be available to begin work?

<b>E D U C A T I O N</b>	Level	Institution	City and State	Major	Degree	Year
	High School					
	Undergraduate					
	Graduate					
	Post-Graduate					

### **Licensure**

*Tennessee law requires all professional personnel to hold Tennessee Certification. Individuals are responsible for obtaining and maintaining current certificates. Applications may be secured from the Tennessee State Department of Education, Teacher Licensing, 5<sup>th</sup> Floor, Andrew Johnson Building, 710 James Robertson Parkway, Nashville, TN 37243-0375.*

Do you hold a Tennessee Teaching License? ☐ Yes ☐ No

Do you hold a Teaching License in another state? ☐ Yes ☐ No

If yes, please enclose a copy and complete the information below:

Date License Issued: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Please list your areas of endorsement: \_\_\_\_\_

Years of Experience: \_\_\_\_\_

### **Highly Qualified Status**

*All teachers of core academic subjects (Math, Science, English, Foreign Language and Social Studies) for all grade levels must meet the requirements of the Federal No Child Left Behind Act. Applicants must show proof of their highly qualified status in any core academic area for which they wish to be considered.*

Highly Qualified: ☐ Yes ☐ No

If yes, please explain the method for determining highly qualified status and include documentation with this application packet.

### **NTE/PRAXIS Examination Scores**

*Tennessee requires passing scores on NTE/Praxis Exams to qualify for a teaching license.*

☐ Copies of my test scores are attached. ☐ My test scores will be sent directly from Praxis.

### Student Teaching

*If you completed student teaching within the past three years, or are currently student teaching, please supply the following information:*

School 1: \_\_\_\_\_

Grade(s)/Subject \_\_\_\_\_ Dates \_\_\_\_\_

Supervising Teacher: \_\_\_\_\_ Phone: \_\_\_\_\_

School 2: \_\_\_\_\_

Grade(s)/Subject \_\_\_\_\_ Dates \_\_\_\_\_

Supervising Teacher: \_\_\_\_\_ Phone: \_\_\_\_\_

College Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_

**Teaching Experience – Regular/full-time only – Provide full addresses Do not include substitute teaching**

**(List in order beginning with most recent)**

<b>1</b>	Name of School	Telephone
	Address	Employed (Month & Year) From To
	Principal	Reason for Leaving
	Grade(s)/Subject(s) Taught and Extracurricular Activities Sponsored	

<b>2</b>	Name of School	Telephone
	Address	Employed (Month & Year) From To
	Principal	Reason for Leaving
	Grade(s)/Subject(s) Taught and Extracurricular Activities Sponsored	

<b>3</b>	Name of School	Telephone
	Address	Employed (Month & Year) From To
	Principal	Reason for Leaving
	Grade(s)/Subject(s) Taught and Extracurricular Activities Sponsored	

<b>4</b>	Name of School	Telephone
	Address	Employed (Month & Year) From To
	Principal	Reason for Leaving
	Grade(s)/Subject(s) Taught and Extracurricular Activities Sponsored	

We may contact the employers listed on page 4 unless you indicate those you do not want us to contact.	<b>DO NOT CONTACT</b>
	Employer _____  Reason _____

<b>MILITARY</b>	Did you serve in the U.S. Armed Forces? <input type="checkbox"/> Yes <input type="checkbox"/> No	If "Yes", in what Branch?
From:	To:	Total Years of Military Experience:

<p align="center"><b>Work Experience Other Than Teaching</b>  <i>List Chronologically</i>  <u>Employer, Complete Mailing Address, Dates, Supervisor's Name and Phone</u></p>
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<p align="center"><b>References</b></p> <p><i>Each applicant must provide the following information to be considered for employment. References who have known you for at least five years and are substantially familiar with your education and work history are preferred.</i></p> <p><b><u>Name, Position, Phone, Complete Mailing Address</u></b></p>
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### **Additional Information**

Special talents and abilities that will make you especially valuable to the school or school system:

Professional, civic, or other memberships and offices:

Honors and awards received from educational, professional, or civic groups:

Experiences leading or directing youth activities:

Will you accept coaching and/or other supplemented assignments? ☐ Yes ☐ No

If yes, list areas of interest:

**In your own handwriting (and no more than two paragraphs) state why you have chosen teaching as a profession, and include your philosophy of education:**

### Declaration

*Tennessee state law requires each applicant for a position within a school system to make the following declaration:*

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

Have you ever had a teaching license or certificate suspended or revoked? ☐ Yes ☐ No

Have you ever been convicted of any violation of the law other than a minor traffic ticket? ☐ Yes ☐ No

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 your answer to any of the above questions is yes, please explain on a separate page and include with this application.***

Have or will you give notice to your present Board of Education thirty days prior to accepting employment with the Huntingdon Special School District? ☐ Yes ☐ No ☐ N/A

Are you now currently under contract for the next school year? ☐ Yes ☐ No Who may be contacted regarding your contractual status? (Please list title, name, address and phone number of responsible person).

### 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.

### Checklist

*In order to be considered for employment, the application packet should contain the following:*

☐ Responses to all areas of the application ☐ Copies of all transcripts ☐ Copies of all licenses or proof of eligibility ☐ Documentation of highly qualified status ☐ Optional: Cover letter, resume, commendations, etc. ☐  
Copies of all NTE/Praxis scores

### 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 her 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.***