



Photo Optional

Union County Public Schools
P.O. Box 10
Maynardville, TN 37807

APPLICATION FORM

Date \_\_\_\_\_

An equal opportunity employer which does not discriminate on the basis of race color religion, national origin, age, disability or veteran status in employment opportunit and benefits.

This application form is but one part of our hiring process. Other parts may include an interview, an employment examination/test and/or a demonstration of an ability to perform the essential functions or duties of the job. If you need an accommodation in order to complete any part of the hiring and employment process, please notify us immediately.

NAME Last First Middle

PRESENT ADDRESS Street City State zip

UNTIL TELEPHONE

OTHER ADDRESS Street and Address City State Zip OTHER TELEPHONE

GRADE LEVEL OR SUBJECT AREA(S) FOR WHICH YOU ARE APPLYING:

FIRST CHOICE

SECOND CHOICE

STARTING Date You Will Be Able To Start Work

PRESENT POSITION AT Subject or Grade School and Location

You are asked to volunteer the information in Question 1-4, which is requested solely for the purpose of determining compliance with federal civil rights law, and your response will not affect the consideration of your application. Failure to provide this information will not adversely affect consideration for your employment.

A. PERSONAL DATA

1. Place of Birth Date of Birth

2. Social Security Number 3. Sex

4. Check appropriate ethnic classification: White (Not of Hispanic Origin) Asian or Pacific Islander Black (Not of Hispanic Origin) American Indian or Alaskan Native Hispanic

5. Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? Yes No

6. Check Type(s) of Tennessee License(s) Now Held: Probationary Apprentice Career Level I Career Level II Career Level III Professional Permanent Trade Shop

License Number Subjects Licensed to Teach

License Issue Date License Expiration Date

7. Years Teaching Experience in Tennessee \_\_\_\_\_ Out of State \_\_\_\_\_

Dates of Active Military Service: From \_\_\_\_\_ To \_\_\_\_\_ Total Years \_\_\_\_\_

8. Student Teaching; Practicum; Internship; Special Programs Information:

Name of School \_\_\_\_\_ School System \_\_\_\_\_

Grade or Subjects \_\_\_\_\_ Dates: From \_\_\_\_\_ To \_\_\_\_\_

Name of Cooperating Teacher(s): \_\_\_\_\_

Address of Cooperating Teacher(s) \_\_\_\_\_

**D. PROFESSIONAL REFERENCES**

1. Are you registered with a university placement office?  Yes  No If yes, indicate the following:

Name of Office \_\_\_\_\_ Name of Institution \_\_\_\_\_

Address \_\_\_\_\_

2. List below people we may contact concerning your professional preparation and experience. List only persons who know of your experience, or other qualifications for educational service.

NAME OF REFERENCE	COMPLETE MAILING ADDRESS	POSITION

**E. OTHER PERTINENT INFORMATION**

1. If you are appointed to a position in the Union County Schools, you must furnish the following information and materials:

The Superintendent's Copy of your current, valid Tennessee Teachers License(s)

Verification of all prior teaching experience and active military service (Form DD-214)

Official transcripts of all college or university courses

Some of the above information will be used to determine your salary and all information will become a part of your personnel record.

2. What co-curricular or extra-curricular activities are you willing to direct or coach?

\_\_\_\_\_  
\_\_\_\_\_

3. You are asked to voluntarily describe any accommodations or assistance you will need in order to adequately perform the essential functions of the position for which you are applying.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

F. THE FOLLOWING INFORMATION IS REQUIRED BY LAW BY THE STATE OF TENNESSEE.

Be sure you underline the appropriate response in items 2 & 3 below.

1. I recognize that, if I am employed, the board of education of the said school system will assign or reassign me to a specific position as the need requires.

← Please Circle One

2. I hereby certify that I (have) (have not) been convicted of a misdemeanor or a felony in any state of the United States.

If "have" is indicated, explain fully the details of each such conviction on a separate sheet of paper.

← Please Circle One

3. 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 the same are defined in Section 49-5-501 of the Tennessee Code.

If "have" is indicated, explain fully the details of each such dismissal on a separate sheet of paper. The employer's non-renewal of a yearly contract need not be indicated unless the non-renewal was for cause as listed above.

4. I hereby certify that my resignation with my present employer was or will be submitted at least 30 days prior to the beginning date stated. If my resignation has not or will not be submitted 30 days prior to the date stated, I certify that any board of education that employed me has waived its right to a 30 days' notice. A copy of my letter of resignation or the said board action is attached or will be provided. (This applies if you are or were employed by another Tennessee public school system and if your termination is or was voluntary.)

5. I understand that misrepresentation of any of these certifications may subject me to the penalties prescribed in Sections 49-5-406, 49-5-407, and 49-5-411 of the Tennessee Code.

G. APPLICANT'S STATEMENT

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

After December 31 of each year, applications are placed in an inactive file and remain there for two years. If you want your application to remain in the active file, **you must** notify the Union County Board of Education in writing.

The applicant understands that neither this document nor any offer of employment from the employer constitutes an employment contract unless a specific document is executed by the employer and employee in writing.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant

**B. EDUCATIONAL PREPARATION**

1. Diploma(s) and/or Degree(s) Earned Including High School:

SCHOOL	CITY AND STATE	MAJOR	DATES ATTENDED		DEGREE
			FROM	TO	

2. Highly Qualified Information: Mark all that apply

Grade Levels:

Subjects:

Highly Qualified by:

Pre-Kindergarten

Language Arts

Academic Major

K-6

Math

Coursework Equivalent

7-8

Science

Graduate Degree

9-12

Social Studies

National Board Certified

Art

NTE/Praxis Test

Music

Professional Matrix

Foreign Language

Teacher Effect Data

Framework for Evaluation

Highly Qualified in another State

Please list for language arts, science, social studies and foreign language specific areas for which are highly qualified.

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**Please attach supporting documentation of how you are highly qualified.**

**C. PREVIOUS EXPERIENCE**

1. Teaching Experience. Starting with your present position, list your professional teaching experience. Do not include student teaching experience or field experience(s).

SCHOOL	SCHOOL SYSTEM AND COMPLETE MAILING ADDRESS	GRADES OR SUBJECTS	DATES OF EMPLOYMENT			
			FROM MONTH	YEAR	TO MONTH	YEAR

**EMPLOYMENT PROCEDURES**

As per the Memorandum of Agreement Between UCEA and the UCBOE , vacant teaching positions are advertised on the bulletin board in the Lobby of the Union County Board of Education Building and our website, [www.ucps.org](http://www.ucps.org), between June 1 and July 24 of each school year.

You will be considered for any vacant position (advertised and unadvertised) for which you are licensed and have a completed application on file.

Interviews will be initiated and scheduled by the Union County Director of Schools and his/her designee.

A completed application includes:

1. Transcript
2. Placement Office or Student Teaching Data if available
3. Evidence of Tennessee Teacher License (Superintendent's Copy with code numbers)
4. Highly qualified information

**UNION COUNTY SCHOOLS IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

## APPLICANT SHEET

Date \_\_\_\_\_ SS# \_\_\_\_\_

Name \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_  
City State Zip

Telephone (\_\_\_\_) \_\_\_\_\_

Grade or Subject \_\_\_\_\_

Do you have Tennessee License?  Yes  No  Applied For

Type of License \_\_\_\_\_ Issue Date \_\_\_\_\_ Expiration Date \_\_\_\_\_

Endorsements \_\_\_\_\_

Experience \_\_\_\_\_

*Complete this sheet with your application*

