

PROFESSIONAL EMPLOYMENT APPLICATION

SWEETWATER CITY SCHOOLS
Office of the Superintendent
P.O. Box 231 • 203 Monroe Street
Sweetwater, Tennessee 37874
423-337-7051

An Equal Opportunity Employer

Date _____

I. Personal History:

Name _____
First Middle Initial Last

Present Address _____
Street City State Zip Code

Telephone Number _____ Until _____, 19____
(Include Area Code)

Permanent Address _____
Street City State Zip Code

Telephone Number _____
(Include Area Code)

Social Security Number _____ U. S. Citizen Yes _____ No _____

II. Position Desired (List only those in which you are eligible for certification)

	Elementary (List Grades in Order of Preference)	(List Subjects in Order of Preference)	Special Areas
1st Choice			
2nd Choice			
3rd Choice			

Give date you expect to be available for employment _____

III. Educational Background (In order beginning with high school)

	School	Location	Date Attended	Major XXX	Minor XXX	Diploma/ Degree Granted	Year
	High School					Diploma	
(A)	College or University (BA)						
(B)	College or University (MA)						
	Qtr. Hours beyond MA						

Grade Point Average: Overall _____ ; Major Area _____

IV. Practice Teaching/Internship (For applicants with less than three years experience)

Name of School	Address	Grades and/or Subjects Taught	Dates	Critic Teacher
1.				
2.				

V. Teaching Experience—Regular, full time, only. Provide full addresses, including zip codes
(List in order beginning with most recent)

School	Address	Phone Number	Principal	Grade and/or Subject	Dates	Total Years

VI. Other Work Experience (List in order beginning with the most recent)

Type of Work	Name and Address of Firm or Employer	Date		Last Annual Salary
		From	To	

Military Service: _____ From _____ Date _____ To _____ Total _____ Years

Total Years of Full-time Teaching Experience _____
Total Years of Military Service _____

IT IS YOUR RESPONSIBILITY TO HAVE YOUR COLLEGE PLACEMENT OFFICE SEND YOUR REFERENCES AND CREDENTIALS.

Include Names of Administrative and Supervisory persons who have recently supervised your work.
(For beginning teachers-include college student teaching supervisor.)

VII. References:

Name	Address • Zip Code • Phone No.	Official Position

Mark "hold" in front of any reference you do not wish us to contact at the present time.

You must sign the Release of Information Statements before the references needed for employment consideration will be requested.

VIII. MISCELLANEOUS

Activities (High School, College, and since) _____

Travel, Honors, Offices (College and since) _____

Organizations (Professional and /or Civic) _____

IX. CERTIFICATION

Certificate number _____

Areas of certification _____

X.

DECLARATION

State law requires each applicant for a position with a school system to make the following declaration:

1. Have you ever been convicted of a misdemeanor or felony? Yes _____ No _____ (If yes, attach to this application a statement concerning convictions, fully explaining the details of each such conviction on a separate sheet of paper.
2. Have you ever been dismissed from a position for cause? Yes _____ No _____ (If yes, attach to this application a statement concerning each dismissal, place of employment, reason for dismissal, and date of dismissal.
3. Have or will you give notice to your present Board of Education 30 days prior to accepting employment with the Sweetwater Public Schools? Yes _____ No _____

4. Are you now currently under contract for next school year? Yes _____ No _____ Who may be contacted regarding your contractual status?

Title _____

Name _____

Address _____

I, _____ hereby certify that all statements contained in this application are true and complete. I understand that knowingly falsifying information given above 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 this information may be verified by fingerprint and criminal history records check conducted by the TBI.

Signature _____

Date _____

XI. IN YOUR HANDWRITING MAKE A BRIEF STATEMENT ON WHY YOU HAVE CHOSEN TEACHING AS A PROFESSION. Use the space to convey any message or attitude you would like for us to consider regarding your possible employment.

Blank lined area for handwritten response to Question XI.

XII. The Family Rights & Privacy Act of 1974 (PL93-380) permits a person to waive his right to access to confidential recommendation statements obtained with respect to an application for employment.

RELEASE OF INFORMATION:

I hereby authorize the release of all application data needed for employment by authorized personnel of the Sweetwater Public Schools. I further waive my right to read materials entered in my file for employment decisions. I understand my file is confidential.

Signed _____

Date _____

Applications are kept on active file for one year. An applicant may make a request IN WRITING if he wishes his application to remain active for a second year.

ALL DOCUMENTS FILED HEREWITH (EXCEPT CERTIFICATE) BECOME THE PROPERTY OF THIS BOARD OF EDUCATION.