

Warren County Schools  
2548 Morrison Street  
McMinnville, TN 37110

Dr. Jerry Hale, Director of Schools

Human Resources Department  
2548 Morrison Street  
McMinnville, Tennessee 37110

Dear Applicant,

Thank you for your interest in the Warren County Schools System.

When we receive your application, we will begin an applicant folder for you. A completed applicant folder includes a copy of your Tennessee Teaching License, transcripts. If you are in the process of applying for a Tennessee Teaching License, indicate this in the licensure section on the application form and send a copy of your PRAXIS scores. If you have a Tennessee License, indicate this in the licensure section on the application form and send a copy of your license with your application.

After one year, applications are purged. If you want your application to remain in the active file, you must notify the Human Resources Department in writing. If you should have a change of name, address, and/or phone number, you must notify Human Resources Department in writing at the above address or FAX to (931) 815-2703.

If you need further information in regard to becoming employed with Warren County Schools contact our offices (931) 668-4022, 226.

Sincerely,

Roy J. Pierce IV  
Human Resources Department

<http://www.warrenschoools.com>

WARREN COUNTY SCHOOLS

2548 Morrison Street
McMinnville, Tennessee 37110

Web Address: http://www.warrenschoools.com

APPLICATION

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

DATE \_\_\_\_\_

This application form is but one part of our hiring and employment 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. Social Security Number: \_\_\_\_\_

NAME \_\_\_\_\_
Last First MI

PRESENT ADDRESS \_\_\_\_\_
Street

AGE 18 or OLDER: YES [ ] NO [ ]
City State Zip

E-MAIL ADDRESS \_\_\_\_\_ OTHER TELEPHONE \_\_\_\_\_

OTHER ADDRESS \_\_\_\_\_ OTHER TELEPHONE \_\_\_\_\_
Street and Address City State Zip

GRADE LEVEL OR SUBJECT AREA(S) FOR WHICH YOU ARE APPLYING:
FIRST CHOICE \_\_\_\_\_

Teacher Assistant Preferred School \_\_\_\_\_

STARTING \_\_\_\_\_
Date You Will Be Available to Start Work With The Warren County Schools

PRESENT POSITION \_\_\_\_\_ AT \_\_\_\_\_
Subject or Grade School and Location

Check Type(s) of Tennessee License(s) Now Held: [ ] OOSTT [ ] Apprentice (AT) [ ] Career Level I [ ] Career Level II
(include photocopy) [ ] Career Level III [ ] Professional [ ] Permanent [ ] Trade Shop
[ ] Occupational Education

License Number \_\_\_\_\_ License Issue Date \_\_\_\_\_ License Expiration Date \_\_\_\_\_

Subjects Licensed to Teach \_\_\_\_\_

If you do not have a Tennessee License, have you applied? [ ] Yes [ ] No If so, when did you apply? \_\_\_\_\_

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? [ ] Yes [ ] No
Proof of citizenship or immigration status will be required upon employment.

Are you a former Warren County School System employee? [ ] Yes [ ] No If so, give dates and position: \_\_\_\_\_

Teacher Assistant applicants must provide a copy of the ParaProfessional Test results or college transcripts verifying a minimum of 48 hours of acceptable college credit.

**B. EDUCATIONAL PREPARATION**

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

| SCHOOL | CITY AND STATE | MAJOR | DATES ATTENDED |    | DEGREE |
|--------|----------------|-------|----------------|----|--------|
|        |                |       | FROM           | TO |        |
|        |                |       |                |    |        |
|        |                |       |                |    |        |
|        |                |       |                |    |        |
|        |                |       |                |    |        |

**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<br>Month/Year  | TO<br>Month/Year |
|        |  |                    |                     |                  |
|        |  |                    |                     |                  |
|        |  |                    |                     |                  |
|        |  |                    |                     |                  |
|        |  |                    |                     |                  |
|        |  |                    |                     |                  |

2. Years Teaching Experience in Tennessee \_\_\_\_\_ Out of State \_\_\_\_\_  
 Dates of Active Military Service: From \_\_\_\_\_ To \_\_\_\_\_ Total Years \_\_\_\_\_
3. 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 training, experience, or other qualifications for educational service.

| NAME OF REFERENCE | COMPLETE MAILING ADDRESS/PHONE NUMBER (INCLUDING AREA CODE) | POSITION |
|-------------------|---|----------|
|                   |   |          |
|                   |   |          |
|                   |   |          |

**E. OTHER PERTINENT INFORMATION**

1. If you are appointed to a position in the Warren County Schools, you will be required to 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?  
 \_\_\_\_\_  
 \_\_\_\_\_

*The Warren County School System is an Equal Employment Opportunity Employer*

*Warren County Schools does not discriminate on the basis of race, sex, color, religion, natural origin, age or veteran status in the educational programs and activities it operates, pursuant to Title IX of the Educational Amendment of 1972; Public Law 92-318, Section 504 of the Rehabilitation Act of 1973; Public Law 92-112; and Title VI of the Civil Rights Act of 1964. Complaints of discrimination on the basis of sex or disability may be directed to Human Resources Director, 2548 Morrison Street, McMinnville, TN 37110 or phone (931)668-4022, Ext. 226.*

**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.

\*2. I hereby certify that I **(have)** **(have not)** been convicted of a misdemeanor or a felony in any state of the United States. **(\*Knowingly falsifying information required by Sec. 49-5-406 (a)(1) 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.)**

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

\*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 of 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. Information may be verified by fingerprint sample, a criminal history records check conducted by the Tennessee Bureau of Investigation, or other records check pursuant to Tennessee Code Annotated, Section 49-5-413. I understand the local Board of Education may require an applicant to pay such costs if the applicant is offered and accepts a position as a teacher or any other position requiring proximity to school children.*

*After December 31 of each year, applications are placed in an inactive file and remain there for one year. If you want your application to remain in the active file, **you must** notify the Department of Human Resources 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

## **APPLICATION PROCEDURES**

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

**INTERVIEWS WILL BE INITIATED AND SCHEDULED BY THE PRINCIPALS / SUPERVISORS.**

A completed application includes:

1. Transcript
2. Placement Office data if available
3. Photocopy of Tennessee Teacher License (Superintendent's Copy with code numbers)
4. Copy of appropriate Praxis testing requirements for issuance of a Tennessee Teaching License (Principles of Learning and Teaching (PLT) and/or Speciality Area)
5. Copy of Drivers License.
6. Copy of Social Security Card.

**Incomplete applications will not be accepted!**

**After one year, applications are discarded.**

**If you want your application to remain in the active file, you must notify the Department of Human Resources in writing.**