

ROANE COUNTY SCHOOL SYSTEM

105 Bluff Road
Kingston, Tennessee 37763-9781

Telephone (865) 376-5592
FAX (865) 376-1284

SUPPORT PERSONNEL EMPLOYMENT APPLICATION

(Non-Certificated Personnel Only)

Date Filing Application: _____

Name: _____
(Last) (First) (Middle) (Maiden Name)

Present Address: _____
(Number) (Street) (City) (State/Zip)

Daytime Phone # () _____ Other Phone # () _____ Social Security # _____

Permanent Address: _____
(Number) (Street) (City) (State/Zip)

Notify in case of emergency: _____ () _____
(Name and Address) (Relationship) (Phone #)

POSITION DESIRED

(Circle position and state preference of area/location below)

<u>Position</u>	<u>Area / Location</u>
*Bus Driver (Regular)	_____
*Bus Driver (Substitute)	_____
Mechanic	_____
Maintenance Department	_____
School Secretary/Bookkeeper	_____
Technical Secretary	_____
Lunchroom	_____
Educational Assistant (Regular)	_____
Educational Assistant (Special Education)	_____
Attendant (Special Education)	_____
BASP Worker (Before & After School Program)	_____
Other (Specify) _____	_____
Give date you expect to be available for employment _____	_____

*If applying for Bus Driver position, give CDL License Number _____ and Endorsements _____

FOR OFFICE USE ONLY (Applicants do not write below)

<u>Action</u>	<u>Date</u>		<u>Check List</u>
App. Ack. _____		Employment Date _____	Background Check _____
Supv. Int. _____		Position Assign. _____	Form I-9 _____
Bldg. Int. _____		Location _____	Form W-4 _____
Ref. Check _____		Salary _____	Health Certificate _____
			Exp./Mil. Serv. Ver. _____
			Birth Certificate _____
			Ret./Ins. Forms _____

PREPARATION

EDUCATION AND TRAINING: List elementary, high school, college, graduate school, business college, technical schools, service schools and other training schools attended in preparation for employment.

School or College	From	To	Major Field	Diploma/ Degree

Attach transcript or listing of courses and grades for education beyond high school.

WORK OR MILITARY EXPERIENCE

Name of Employer	Location	Assignment	From	To	Rank if Military Service

REFERENCES

List three references, under whom you have worked, who have first-hand knowledge of your training, personality, character, scholarship and skills.

Name	Complete Address (including zip code)	Position	Telephone

May inquiry be made of your present employer? Yes No

PERSONAL DATA

Are you a U. S. CITIZEN? YES NO (If not, do you intend to be?)

Have you ever been convicted of a misdemeanor or a felony? Yes No

NOTE: Knowingly falsifying information required by TCA 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. The accuracy of information provided by the applicant may be verified by fingerprint and criminal history records check conducted by the TBI pursuant to TCA 49-5-413(a).

Applicant's Certification

I 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 Tennessee Code Annotated, Section 49-5-406 as amended, and

If I am offered and accept a position in the Roane County School System, I hereby agree, as a condition of employment, to submit to a criminal background check at my expense.

_____ **Date Certified**

_____ **Applicant's Signature**

SPECIAL QUALIFICATIONS, PUBLICATIONS, HONORS, TRAVEL, OUTSIDE ACTIVITIES

This space is provided so that you may list training and experiences, not covered elsewhere in this application, that you believe adds to your qualifications for the position(s) for which you are applying. You may wish to use this space to describe honors, awards, special publications, significant research, student activities and memberships in business, professional or civic organizations. Use additional sheets, if you desire.

I certify that all information is true and agree, unless otherwise indicated, that all references, including former employers, may be checked.

Date _____ Signature _____

Applications are kept on active file for one year. An applicant may make a request IN WRITING or BY PHONE if he/she wishes his/her application to remain active for another year.

