

APPLICATION FOR
SUBSTITUTE TEACHER

CLAIBORNE COUNTY BOARD OF EDUCATION
1403 TAZEWELL ROAD
P.O. BOX 179
TAZEWELL, TENNESSEE 37879
Telephone: 423-626-3543
Fax: 423-626-5945

Name: _____
Last
First
Middle
Maiden

Address: _____
Street
City
ST
ZIP

Phone # (Home): _____ (Work): _____ (Cell): _____

Social Security #: _____ Date Available for Employment: _____

Are you a high school graduate? _____ Name of High School _____

EDUCATION

School Name _____ Address _____ Year Graduated _____

Check Grade Level(s) You Prefer to Teach: _____ Primary _____ Middle _____ Secondary

Principal Signature Required for Schools Which You Are Willing To Do Substitute Work:

Claiborne High		Cumberland Gap High	
The Alpha School		Clairfield Elem.	
Midway Elem.		Ellen Myers Primary	
Springdale Elem.		Forge Ridge Elem.	
TNT Primary		H. Y. Livesay Mid.	
Soldiers Mem. Mid.		Powell Valley Elem.	

EXPERIENCE

Employer _____ Dates _____ Position Held _____

PLEASE COMPLETE THE BACK OF THIS APPLICATION

*****APPLICATIONS REMAIN ON FILE FOR TWO YEARS*****

Mission: Equal Access To and Promotion of Educational Excellence

It is the policy of the Claiborne County School system not to discriminate on the basis of race, color, religion, sex, national origin, age or disability in its education programs or employment policies as required by Titles VI and VII of the Civil Rights Act of 1964, the Equal Pay Act of 1973, Title IX (1972 Educational Amendments), section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act. Inquiries regarding compliance with Title IX, Section 504 or the Americans with Disabilities ACT should be directed to Dorothy Shuford, 504 Coordinator, Claiborne County Board of Education, 1403 Tazewell Road, Tazewell, TN 37879 phone 423/626/7979 or to the Office of Civil Rights, U.S. Department of Education, Washington, D.C.

REFERENCES

Name _____	Occupation _____	Phone No. _____

ASSURANCE

As a substitute teacher I am willing to cooperate with the principal and other members of the faculty in the maintenance of proper discipline, late duty, and other extra curricula activities in the school.

Signature: _____

APPLICANT STATEMENT

I certify that all statements made in this application are true and complete, and that any misstatements of material facts will subject me to disqualification or dismissal. In submitting this application for employment, I authorize investigation of all statements contained therein. I authorize any person, organization, or educational institution attended as stated or otherwise, to furnish the Claiborne County Board of Education any information they have concerning me, whether on record or not, and I hereby release all persons, organizations, and institutions from claims for damages by reason of furnishing such information.

I recognize that, if I am employed, the Director of Schools will assign or reassign me to a specific position as the need requires.

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)

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 conviction 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).

I understand that misrepresentation of any these certifications may subject me to the penalties prescribed in Section 49 – 5 – 406 of the Tennessee Code.

Legal Name (printed): _____

Applicant Signature: _____ Date: _____

Official employment contingent upon acceptable TBI/FBI background check.

---FOR OFFICE USE ONLY---						
Fee Paid	YES	NO	Principal Signatures	YES	NO	Date of Sub Class _____
References Checked By _____						
Background Check Clear	YES	NO	Date of Background Clearance _____			
Hire Date _____						