

SAMPLE ONLY

Application for Professional Employment



GREENEVILLE CITY SCHOOLS

"CHAMPIONS FOR CHILDREN"

GREENEVILLE CITY SCHOOLS

Phone (423) 787-8008

P.O. Box 1420
Greenville, Tennessee 37744-1420

Fax (423) 638-2540

Dr. Lyle Ailshie
Director of Schools

BOARD OF EDUCATION
Mr. Jerry Anderson – Chairperson
Mr. Mike Hollowell
Mrs. Cindy Luttrell
Mr. Craig Ogle
Dr. Mark Patterson

Stephen H. Long
Assistant Director
For Administration

Instructions to Applicants **(Please Read Carefully)**

We appreciate your interest in the Greenville City Schools. In order to facilitate the application process, please read and follow these instructions.

1. Your application is considered complete when we are in receipt of the following:
 - a. The application form completed in its entirety. (Complete addresses and phone numbers must be included where requested).
 - b. A copy of your NTE/Praxis scores that are required for licensure in Tennessee.
 - c. Official transcripts of all academic work completed. (If you are presently completing a degree program, you should have your transcript sent during the last semester prior to graduation. A complete transcript with the degree posted should be submitted as soon as possible after graduation).
 - d. A copy of your Tennessee teaching license and Career Ladder certification, if applicable. Out-of-state applicants should apply for a Tennessee license directly with the Tennessee State Department of Education, 6th Floor Gateway Plaza, 710 James Robertson Parkway, Nashville, TN 37243-0375. If you do not currently hold a license, please advise regarding status or notice that the licensure is in process.
2. IT IS VERY IMPORTANT THAT YOUR APPLICANT FILE IS COMPLETE AS INDICATED ABOVE. Demographic data for each applicant is stored on a computer file with all areas of endorsement in order that all receive consideration depending on system needs.
3. All applications are reviewed, considered, and kept on file for two years. Individuals who wish to keep their application active must notify the personnel department in writing by July 1st of the second year. It is the applicant's responsibility to keep their application current. No reminders are sent to applicants.
4. **Tennessee State Law requires all applicants applying for any position in a Tennessee Public School to undergo a background check by the Tennessee Bureau of Investigation.**

Applicants must be fingerprinted at a Cogent Systems Fingerprinting Center. Applicants should follow instructions on the TAPS Applicant Appointment Guide and on the TAPS Fingerprint Applicant Information Form that are included in this packet. Applicants who can furnish verification of a TBI/FBI Background Check within the last year will not need to submit fingerprints.

An employee may begin work before the results of the background check have been returned to the school system. However, if the background check reveals criminal problems, the employee will be terminated.

FOR THE APPLICATION TO BE PROCESSED, IT MUST BE ACCOMPANIED BY VERIFICATION OF A PREVIOUS BACKGROUND CHECK OR VERIFICATION THAT THE PROCESS HAS BEEN COMPLETED AT A COGENT SYSTEMS CENTER. A RECEIPT FROM COGENT SYSTEMS OR A COPY OF THE COMPLETED APPLICANT APPOINTMENT GUIDE MUST BE SUBMITTED WITH THE APPLICATION.

For Office Use Only:	Date Scheduled _____	Background Check Completed _____
	TBI RESULTS RECEIVED _____	FBI RESULTS RECEIVED _____

GREENEVILLE CITY SCHOOLS
 P.O. Box 1420
 312 Floral St.
 Greeneville, TN 37744-1420
 Phone: (423) 787-8008 Fax: (423) 638-2540

Photo
 Optional

APPLICATION FOR PROFESSIONAL EMPLOYMENT

This application will not be considered unless completed in its entirety. Attach resume.

Date _____

Name _____ Social Security No. _____

Present Address _____ Home Telephone No. _____
 Business Telephone. _____

Permanent Address _____ Home Telephone No. _____
 Business Telephone No. _____

I am applying for employment as _____ to begin on _____
 (Position) (Date Available or School Term)

EDUCATIONAL BACKGROUND

(A complete College or University transcript must accompany this application.)

Name and Location of Schools Attended	Dates: From/To	Degrees	Major Subject
High School			
College or University			
Post Graduate			
Special Schools			

Type of Tennessee Certificate held: _____

Area(s) of Endorsement: Title _____ Code _____ Title _____ Code _____
 Title _____ Code _____ Title _____ Code _____
 Title _____ Code _____ Title _____ Code _____

At what level or subject did you do your student teaching? _____

Where? _____ When? _____

TEACHING EXPERIENCE (List last position first)

Name of School or System Location of Experience	Type of Work Grade or Subjects Taught	Name & Address of Immediate Supervisor	Date(s) Employed From – To
1.			
2.			
3.			

WORK EXPERIENCE (As adult, other than teaching)

Dates From/To	Location	Position	Years

REFERENCES (Minimum of three)

Name	Position	Address (Street, City, State, Zip & Phone)

MILITARY SERVICE RECORD

Were you in the U.S. Armed Forces? Yes _____ No _____ What Branch? _____

Dates of Duty: From _____ to _____ Rank at discharge? _____
Month Day Year Month Day Year

List duties in the service including special training: _____

List activities in which you are competent and willing to direct: debate, plays, student council, publications, clubs, athletics, other:

Is there any accommodation you may need to perform essential functions of the position for which you are applying? (Optional)
 Yes _____ No _____

If so, explain: _____

In your handwriting, write a brief statement on why you have chosen teaching as a profession.

CERTIFICATION OF ACCURACY

(As required by TCA 49-131B)

I certify that all of the statements made in this application are true, complete, and correct, to the best of my knowledge and belief and are made in good faith; I understand that false information may be grounds for rejection of my application. I recognize that, if I am employed, the Greeneville City Board of Education will assign or reassign me to a specific position as the need arises.

I hereby certify that I have not been convicted of a misdemeanor or a felony in any state of the United States. I further certify that I have not been dismissed from any previous employment for improper or unprofessional conduct, ineffective services, neglect of duty, incompetence, or insubordination as the same are defined in Section 49-1401 of the Tennessee Code.

If my most recent employer were another Tennessee public school system and if my termination was voluntary, I hereby certify that my resignation was, or will be submitted at least 30 days prior to the beginning date stated hereon; or if within 30 days, that the previous board has waived its rights to such notice. A copy of my letter of resignation or of the said board action is attached or will be provided.

I understand that misrepresentation of any of these certifications may subject me to the penalties prescribed in Sections 49-1317 or 49-1318 of the Tennessee Code.

Signature _____ Date _____
(If you cannot sign the above, please give a full explanation on a separate piece of paper.)

READ CAREFULLY BEFORE SIGNING APPLICATION:

Please read carefully and answer the following questions before you sign your completed application for professional employment in the Greeneville City School System.

- 1. Do you understand that if employed the Director of Schools may assign you to a specific position as the need requires? Yes _____ No _____
- 2. Are you a citizen of the United States? Yes _____ No _____
- 3. Do you have any contagious disease which may endanger the health of school children? Yes _____ No _____
- 4. Has your resignation from previous employment been or will it be, submitted in writing at least ten (10) days prior to the beginning date of employment; or if within ten (10) days the previous employer has waived its right to such notice? Yes _____ No _____
- 5. Have you ever been convicted of a misdemeanor or felony in any state of the United States? (If yes, give details on a separate sheet of paper.) Yes _____ No _____

Knowingly falsifying information required by Sec. 49-5-406(2)(1) shall be sufficient ground 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 submitted on this application shall be verified by fingerprint and criminal history records check conducted by the Tennessee Bureau of Investigation pursuant to Tennessee Code Annotated Section 49-5-413(2). You are not required to disclose a parking or moving traffic violation if the maximum sanction provided by law for such violation does not include a period of confinement.

The information given herein is true to the best of my knowledge.

Applicant Signature

The Greeneville City School System does not discriminate on the basis of age, sex, race, color, religion, national origin, or disability in the operation of its educational programs and activities, including employment practices.

HIGHLY QUALIFIED INFORMATION

1. Are you highly qualified as defined by NCLB? (Circle One) YES NO

2. What option did you complete to become highly qualified?
(Please check all that apply)

General Options

HOUSSE Options (Existing Teachers Only)

- Academic Major (transcript attached)
- Coursework Equivalent (transcript attached)
- Graduate Degree (transcript attached)
- National Board Certification (copy attached)
- NTE/PRAXIS Test (documentation attached)
- Highly Qualified from another state (documentation attached)

- Professional Matrix (attached)
- Teacher Effect Data (documentation attached)
- Framework for Evaluation and Professional Growth (optional available after July 2004)

NOTE: Documentation of Highly Qualified must be attached.

3. Highly Qualified Content Area(s): Only one option is required for each content area. The following indicates the content area(s) and the option(s) that I have chosen to demonstrate that I meet the highly qualified requirements.

Content Area:	Content Area:	Content Area:
Option:	Option:	Option:

I hereby assure the Greeneville City School System that I hold a valid Tennessee teaching license. I understand that by completion of this document demonstrates that I am a Highly Qualified Teacher in the above content area(s) under NCLB guidelines.

Misrepresentation or falsification of information may result in removal of highly qualified status and could be grounds for dismissal as a teacher under TCA 49-5-511.

Signature of Teacher

Date

Return completed application to:

**Assistant Superintendent for Administration
Greeneville City Schools
P.O. Box 1420
Greeneville, TN 37744-1420**

Greeneville City Schools Background Check Procedures

The position you have applied for requires you to undergo a fingerprint-based TBI/FBI background check. You are responsible for registering with Cogents Systems to complete a fingerprint background check. To register for your fingerprinting process follow the steps below:

- Complete the TAPS Applicant Information Form that is attached before calling to register. The **Agency ORI** number is: **TN930450Z** and is pre-printed on this form. Please be prepared to provide the information on the form to the operator when you call to register for your background check.
- Call the Cogent Systems Call Center toll-free number 1-877-862-2425. The call center is open 24 hours a day, 7 days a week.
- The operator will ask you for certain identifying information which is on the TAPS Applicant Information Form.
- Applicants should register for: TBI and FBI Search with Standard processing.
- Once the applicant has been entered by Cogent Systems, they will be eligible to be printed after 24 hours. There is no need to select a date, time or location to be printed. The applicant will go to the site of his/her choosing at whatever time he/she finds convenient during business hours. **IMPORTANT:** For the application to be processed, it must be accompanied by verification of a previous background check or verification that the process has been completed at a Cogent Systems Center. A receipt from Cogent Systems or a copy of the completed TAPS Applicant Information Form must be submitted with the application.
- Take the completed TAPS Applicant Information Form with you to the Cogent Service Site when doing the fingerprinting process.
- At the appointment, you will need to present a valid photo ID (drivers license or state issued ID card).
- Applicants will be required to pay the necessary fees. (\$56.00) for the TBI and FBI with Standard Processing. **No personal checks will be accepted.** Applicants must pre-pay their fingerprint services at www.tnprints.com or by calling 1-800-964-7690. Payment may also be made with a money order payable to Cogent Systems at most fingerprint service sites.
- After being fingerprinted, the Cogent Systems representative will initial the TAPS Applicant Information Form for you to verify that fingerprinting has been completed. This will serve as your receipt.

CALL THIS NUMBER TO REGISTER FOR YOUR BACKGROUND CHECK:

Cogent Systems Fingerprinting 1-877-862-2425
(Scheduling Only – No Payments)

CALL THIS NUMBER FOR PAYMENT OPTIONS:

State of Tennessee Applicant Payment Options 1-800-964-7690
(For Payments only)

Date Cogent Systems Called: _____

Appointment Location: _____

You must bring a Valid State or Federal Photo ID (drivers license, passport, military ID) and your Social Security card to your fingerprinting appointment.



APPLICANT REGISTRATION GUIDE

The position you have applied for requires you to undergo a fingerprint-based TBI/FBI background check. This process MUST be completed prior to submitting your application to Greeneville City Schools. To register for your fingerprinting process follow the steps below:

1. REGISTRATION

- Call Cogent Systems Call Center toll-free number 1-877-862-2425. The call center is available 24 hours per day, 7 days a week for your convenience.
- The operator will ask you for certain identifying information (**IMPORTANT! Complete Fingerprint Registration Information Form that is attached prior to calling. The ORI number is pre-printed on the form.**)
- Please be prepared to provide the information on the Fingerprint Applicant Information Form to the operator when you call to schedule your background check.

2. PAYMENT

- You will be required to pay the necessary fees. (usually \$56.00, if expedited \$59.00). **No personal checks** will be accepted.
Payment Options are:
 - Call 1-800-964-7690 to submit payment via credit or debit card over the phone.
 - Go online to www.tnprints.com to submit payment via credit or debit card.
 - Render payment at the time of service with a Money Order made payable to Cogent Systems.

3. FINGERPRINTING

- Wait one day (over night) after you have completed your registration (does not have to be 24 hours). There is no need to select a date, time or location to be printed. The applicant will go to the site of his/her choosing at whatever time he/she finds convenient during business hours.
- Bring a valid drivers license or state issued ID card
- Go to the facility nearest you to be fingerprinted, no appointment is necessary.

****Fingerprinting can not be done until Step 1 and Step 2 are completed.****

CALL THIS NUMBER TO REGISTER FOR YOUR BACKGROUND CHECK:

Cogent Systems Fingerprinting 1-877-862-2425
(Scheduling Only – No Payments)

CALL THIS NUMBER FOR PAYMENT OPTIONS:

State of Tennessee Applicant Payment Options 1-800-964-7690
(For Payments only)

Date Cogent Systems Called: _____

Appointment Location: _____

Complete the following information prior to calling Cogent Systems to register for your background check:



TAPS Applicant Information Form
Complete this form then call to register at 877-862-2425.
Printing this form does not complete registration.

Agency Name GREENEVILLE CITY SCHOOLS Agency ORI TN930450Z

Last Name _____ First Name _____ Middle Name _____

Date of Birth _____ Place of Birth _____ Sex M F

Race _____ Country of Citizenship _____ SSN _____

Eye Color _____ Hair Color _____ Height _____

Applicant Address _____

City _____ State _____ Phone _____

Type of Transaction _____ Prepaid to Dept. of Safety? Y N

Payment To Be Made By Agency Applicant

Originating Agency Case Number _____ **USE FOR DCS & BUREAU OF SAFETY GUN PERMITS**

Does the applicant transport children, adults, handicapped, or hazardous material?

Yes No

License Number _____ License State _____

Employer Name _____

Employer Address _____

City _____ State _____ Zip _____

Hire Date _____

Cogent Systems Fingerprint Service Sites As of 10/06/2006

1. You must be registered at least one day prior to being fingerprinted.
2. Fingerprint locations cannot answer questions regarding Registration.
3. Please refer ALL questions to the Agency (Greeneville City Schools) that is requesting you to be fingerprinted.

WESTERN TENNESSEE	MIDDLE TENNESSEE	EASTERN TENNESSEE
<p>Palmetto Verification Solutions 1196 Poplar View Lane S. Suite 1 Collierville, TN 38017 Mon to Fri 8A to 5P</p> <p>The UPS Store #4691 2156 B North Highland Ave. Jackson, TN 38305 Mon to Fri 8A to 5P</p> <p>Memphis City Schools 2597 Avery Ave. Memphis, TN 38112 Mon to Fri 8A to 4:30 P</p> <p>Rapid Print 984 C Wayne Rd Savannah, TN 38372 Mon to Fri 8A to 5P</p> <p>Range USA 2770 Whitten Road Memphis, TN 38133 Tues to Fri 11A to 7P, Sat 11A to 5P</p> <p>Obion Sheriff Department 1 Law Lane Union City, TN 38261 Mon to Fri 8A to 5P</p> <p>Tactical Response 3350 HWY 70E Camden, TN 38320 Weds 9:00 to 1:00</p>	<p>Academy of Personal Protection & Security 336 Hill Ave Suite 102 Nashville, TN 37210 Mon, Wed, Fri 8A to 4:30P Tues, Thurs 8A to 7P Sat 1st and 3rd of the month 10A to 4P</p> <p>Integrity International Security Services 211 University Avenue Clarksville, TN 37040 Mon to Fri 8:30A to 4:30P</p> <p>Metro Nashville Public Schools 2601 Bransford Ave. Nashville, TN 37204 Mon to Fri 8A to 4:30 P</p> <p>Middle Tennessee State University Campus Police Department 1412 East Main Street Murfreesboro, TN 37132 Mon to Fri 9A to 5P, closed 12P to 1P NO MONEY ORDERS ACCEPTED</p> <p>The UPS Store #1995 2288 Gunbarrel Road Chattanooga, TN 37421 Mon to Fri 8:30A to 7P</p> <p>Tri State Security Incorporated 1302 Maincell Drive Columbia, TN 38401 Mon to Fri 8A to 5P</p> <p>Sumner County School BOE 695 E. Main Street Gallatin, TN 37066 Mon, Wed, Fri 8A to 4:30 P</p> <p>Mediation Plus 219 North Military Ave. Lawrenceburg, TN 38464 Thurs 8:30A to 4:30P Fri 8:30A to 7:30P, Sat 9A to 12P</p>	<p>Wynn Investigations 150 Cherokee Street Kingsport, TN 37660 Mon to Fri 9A-5P</p> <p>The UPS Store #4526 875 Hwy 321 N Lenoir City, TN 37771 Mon to Fri 8:30A to 7P, Sat 9A to 3P</p> <p>The UPS Store #5304 6923 Manardville Hwy Knoxville, TN 37918 Mon to Fri 9A to 6P, Sat 11A to 2P</p> <p>Putnam County Sheriff 421 East Spring Street Cookeville, TN 38501 Mon, Wed and Fri 8A to 10A and 1P to 4P</p> <p>Knox County Schools Knox Central Building 1000 North Central St. Knoxville, TN 37917 Mon to Fri 8A to 4:30P</p> <p>Trinity Assembly of God 617 University Parkway Johnson City, TN 37604 Friday 10A to 6P</p>

For Mobile Print Service Sites
 Scheduled Fingerprint Processing Sites for Mobile Livescan
 As of 10/06/2006

Eastern Tennessee			
Monday (1 st & 3 rd ea month)	10:00 – 1:00	Hawkins Co. DCS 4017 Hwy 66, South Suite 1 Rogersville, TN 37857	Hawkins
Monday (1 st & 3 rd ea month)	2:30 – 4:30	Greene Co. DCS 130 Serral Drive Greeneville, TN 37745	Greene
Monday (2 nd & 4 th ea month)	10:00 – 3:00	Hamblen Co. DCS 1108 Gateway Service Park Rd. Morristown, TN 37813	Hamblen
Tuesday (1 st & 3 rd ea month)	11:00 – 3:00	Sevier Co. DCS 115 Allensville Rd., Suite 105 Sevierville, TN 37876	Sevier
Tuesday (2 nd & 4 th ea month)	10:00 – 3:00	Carter Co. DCS 206 Cherokee Park Drive, Suite 2 Elizabethton, TN 37643	Carter
Friday	1:00 – 6:00	Trinity Assembly of God 617 University Parkway Johnson City, TN 37604	Washington
South Central Tennessee			
Monday (1 st & 3 rd)	1:30 – 4:00	Wayne Co. DCS 536 B Hwy. 64 East Waynesboro, TN 38485	Wayne
Monday (2 nd & 4 th)	8:30 – 11:30	Giles Co. DCS 631 East Madison Street Pulaski, TN 38478	Giles
Wednesday (1 st & 3 rd)	1:30 – 4:00	Healthy Families Shelbyville, TN	Bedford
Wednesday (2 nd & 4 th)	8:30 – 4:30	Mediations Plus 219 N. Military Ave., Suite 2 Lawrenceburg, TN 38464	Lawrence
Thursday	8:30 – 4:30	Mediations Plus 219 N. Military Ave., Suite 2 Lawrenceburg, TN 38464	Lawrence
Friday	4:30 – 7:30	Mediations Plus 219 N. Military Ave., Suite 2 Lawrenceburg, TN 38464	Lawrence
Saturday	9:00 – 12:00	Mediations Plus 219 N. Military Ave., Suite 2 Lawrenceburg, TN 38464	Lawrence
Mid Western Tennessee			
Monday	9:00 – 1:00	Dickson Co. DCS 222 State Street Dickson, TN 37055	Dickson
Tuesday	9:00 – 12:00	Henry Co. DCS 1023 Mineral Wells Ave., Suite F	Henry
Wednesday	9:00 – 1:00	Tactical Response 3350 HWY 70 E Camden, TN 38320	Benton

TAPS Applicant Processing Fees

This is a partial list. Other fees may apply, but for normal application with Greeneville City Schools, these are the most common.

Applicant that has TBI and FBI Search Standard Processing	\$56.00
Applicant that has TBI and FBI Search Expedited Processing	\$59.00

FAQ's

- Q. What do I have to do before I can be fingerprinted?
A. You must complete registration and submit payment if applicable. Refer to the outlined steps for further instructions.
- Q. How do I get the results of my fingerprinting?
A. Tennessee Bureau of Investigation (TBI) will submit your results to your respected agency. Please DO NOT contact Cogent for results, agencies only receive this information.
- Q. Can I get a receipt to verify I have been fingerprinted?
A. We do not supply receipts but if your agency requires you to have one, you can print the registration form, fill it out and take it with you when you are fingerprinted to be initialed by the operator to serve as a receipt.
- Q. When can I call to register?
A. The registration call center is available 24 hours a day, 7 days a week at 1-877-862-2425.
- Q. Do I have to wait a full 24 hours after registration to be fingerprinted?
A. No. Our systems update nightly, therefore, you may go any time the following day. It is only required that you wait over night.
- Q. How will I know if my agency registered me?
A. The Greeneville City School system expects all applicants to register themselves. The fingerprinting process **MUST** be completed prior to submitting an application!
- Q. What payment options do I have?
A. You have several options. For payment options, please refer to the instruction page. Fingerprinting will not be done until payment is made.
- Q. Will I get a confirmation number when I register?
A. If you request a confirmation number, the operator can provide you with one.

If you have any further questions that have not been answered, please send an email to:
tnprintsinfo@cogentsystems.com