

Application for Support Staff Employment



Obion County Schools

"Measuring Our Successes One Student at a Time"

**Obion County Schools
1700 N. Fifth St.
Union City, TN 38261**

Phone (731) 885-9743

Fax (731) 885-4902

Russell J. Davis
Director of Schools

Instructions to Applicants of Support Staff Positions
(Read Carefully)

We appreciate your interest in the Obion County 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. Official transcripts of all academic work completed. (Please attach transcript if you have completed any university level work. If not, attach high school transcript, copy of diploma, or GED.)
2. All applications will be reviewed for completeness. Complete applications will be considered for initial screening and/or interviews depending on system needs, number of eligible applicants, etc.
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 the 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 as well as other background checks.

For Office Use Only: Name _____ Date Application Received _____
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OBION COUNTY SCHOOLS

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SUPPORT STAFF APPLICATION FOR EMPLOYMENT

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

Date _____

Name _____ Social Security No. _____

Present Address _____
Street City State Zip

Alternate Address _____
Street City State Zip

Telephone No. _____ Cell or Alternate No. _____

Present Occupation & Pay Rate _____ Date Available for Work _____

Check all areas of interest:

- Teaching Assistant Clerical Food Services Bus Driver
- Maintenance Custodial Other _____

Are there any special experiences, skills, or qualifications which you feel would fit you for work with Obion County Schools?

EDUCATIONAL BACKGROUND

Name and Location of Schools Attended	Dates: From/To	Degrees	Major Subject

EMPLOYMENT EXPERIENCE
(List last position first and/or attach resume if available.)

Name and Complete Address Telephone Number	Description of Work Performed	Dates Employed From/To	Reason for Leaving

MILITARY SERVICE RECORD

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

Dates of Duty: From _____ to _____ Rank at discharge? _____

List duties in the service including special training: _____

In accordance with Board Policy #1.108, please state names of relatives working with us:

REFERENCES

Give at least five references. If previous work experience, include at least three (3) supervisors for whom you have worked and/or others who have knowledge of your work experience.

Name & Title	Complete Address	Phone Number

HIGHLY QUALIFIED INFORMATION **(Paraprofessional)**

1. Are you highly qualified as defined by No Child Left Behind (NCLB)? Yes No

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

Completed two years of study at an institution of higher education
(must be at least 48 semester hours)

Obtained an Associate's or higher degree

Passed a test (such as the Praxis ParaPro Assessment) that
demonstrates knowledge of and the ability to assist in the
instruction of reading, writing, and mathematics

NOTE: Documentation of Highly Qualified must be attached

I hereby assure the Obion County School System that I meet the requirement for highly qualified status. I understand that completion of this document demonstrates that I am a Highly Qualified Paraprofessional through the above option(s) NCLB guidelines.

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

Signature of Applicant

Date

READ CAREFULLY BEFORE SIGNING APPLICATION:

Please read carefully and answer the following questions before you sign your complete application for employment in the Obion County 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.

I understand that if I am hired into a para-professional position in the Obion County School System, I will serve a ninety (90) day probationary period.

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

Applicant Signature

The Obion County 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.

Return a completed application to: Obion County Schools
1700 N. Fifth St.
Union City, TN 38261