

# JOHNSON COUNTY SCHOOLS

211 North Church Street

Mountain City, Tennessee 37683

(423) 727-2640

## EDUCATION SUPPORT PERSONNEL APPLICATION

**IMPORTANT:** Read the following instructions before filling out your application. It is important that you provide full and accurate information; failure to do so may delay consideration of your application and could mean loss of employment opportunities. If an item does not apply to you, please mark NA or Not Applicable.

This application will remain active until June 30<sup>th</sup> of each year; notification to have application remain active or re-application is then necessary.

Date: \_\_\_\_\_

\_\_\_\_\_  
Name (Last) (First) (Middle)

\_\_\_\_\_  
Street City State Zip County

\_\_\_\_\_  
Social Security No. Phone (If no phone, where can you be contacted)

Have you ever been employed in this school system?  Yes  No

If yes, when and what type of employment \_\_\_\_\_

Check all positions for which you are applying:

- Child Care Worker  Bus Mechanic  Technology Assistant  School Nurse  Cook  
 Substitute Cook  Maintenance  Educational Assistant  Bus Driver  Secretary  
 Materials Clerk  Bookkeeper  Substitute Teacher  Security Guard  Custodian  
 Other \_\_\_\_\_

When are you available for employment? \_\_\_\_\_

Will you accept temporary employment for six months or less?  Yes  No Part-time employment?  Yes  No

Will you accept employment in any school in the county?  Yes  No

If no, please indicate the locations at which you would work. (List in order of preference) \_\_\_\_\_

EDUCATION (In order, beginning with High School)				
School	Location	Diploma/Degree or year completed	Date	Major

## WORK EXPERIENCE

Name & Address of Employer	Dates of Employments	Position Held	Reasons for Leaving
1.			
2.			
3.			
4.			
5.			
6.			

## REFERENCES

Name	Position	Address & Telephone Number
1.		
2.		
3.		

## OTHER

List any skills you have which relate to the position for which you are applying. \_\_\_\_\_

\_\_\_\_\_

### NOTICE OF NON-DISCRIMINATION

This school system does not discriminate on the basis of race, sex, national origin, marital status, pregnancy status, disability, or religious beliefs in its educational programs, activities or employment practices.

## NOTICE TO APPLICANT

The following information must be submitted before your application can be considered. (Please check one)

- Yes No Have you ever been convicted of a misdemeanor or a felony?
- Yes No Have you ever been reported for child abuse or neglect?
- Yes No Have you ever been dismissed from any previous employment for improper or unprofessional conduct, inefficient service, neglect of duty, incompetence, or insubordination?
- Yes No Are you presently employed by another Tennessee public school system? If yes, will your resignation be submitted at least 30 days prior to the availability date stated on this application?    Yes      No
- Yes No Do you have any contagious or communicable disease, which may endanger the health of school children?
- Yes No Do you support the constitution of Tennessee and the United States?
- Yes No Do you understand that if employed, you may be required to undergo an extensive medical examination or tests at your expense?
- Yes No Do you understand that misrepresentation of any of the above statements may subject you to a fine, loss of an opportunity for employment, and loss of position if employed?

By signing this application, I am affirming that all information included in it is true and factual to the best of my knowledge and I am granting permission to Johnson County Board of Education's duly authorized representative to investigate and obtain information relation to my qualifications and character.

I understand a criminal history record check is a requirement for employment in any education system in Tennessee (Tennessee Code Annotated 49-2-301), and that I will be responsible for the processing fee. Upon employment with Johnson County Schools, I hereby give permission for the Mountain City Police Department to take my fingerprints as part of the criminal history record check process.

I have been informed that my continued employment with the Johnson County School System is contingent on an acceptable criminal history record check. Furthermore, I understand that knowingly falsifying any information on my application for employment is grounds for immediate dismissal.

Date: \_\_\_\_\_ Signature of Applicant: \_\_\_\_\_

To be completed by Personnel Office only:

Applicant's Date of Birth \_\_\_\_\_

Personnel Officer's Signature \_\_\_\_\_

Revision Date \_\_\_\_\_

Personnel Officer's Signature \_\_\_\_\_

**ALL PERSONS APPLYING FOR THE POSITION OF BUS DRIVER SHOULD FILL OUT THE FOLLOWING QUESTIONS:**

1. Do you have a Tennessee Commercial Driver's License (CDL)? Yes No
2. How many years driving experience with valid unrestricted operators license do you have? \_\_\_\_\_
3. Have you ever driven a school bus? Yes No If yes, what State? \_\_\_\_\_ # of years\_\_\_\_\_
4. What is the speed limit for a school bus on a state highway? \_\_\_\_\_
5. What is the speed limit for a school bus on a secondary road (county road)?\_\_\_\_\_
6. Check yes or no to all the following. If I am employed to drive a bus, I agree:

To have a physical examination yearly	<input type="checkbox"/> Yes	<input type="checkbox"/> No
To have a drug and alcohol test	<input type="checkbox"/> Yes	<input type="checkbox"/> No
To attend drivers training programs each year	<input type="checkbox"/> Yes	<input type="checkbox"/> No
To clean my bus each day	<input type="checkbox"/> Yes	<input type="checkbox"/> No
To dress neatly when driving the bus	<input type="checkbox"/> Yes	<input type="checkbox"/> No
To not use profanity or tobacco in any way while driving the bus	<input type="checkbox"/> Yes	<input type="checkbox"/> No
To wear seat belts (if provided) at all times when the bus is moving	<input type="checkbox"/> Yes	<input type="checkbox"/> No
To drive a school bus on field trips (athletics, school picnics, school outings, etc.	<input type="checkbox"/> Yes	<input type="checkbox"/> No

7. Have you ever been convicted of a misdemeanor or a felony in any state of the United States? Yes No

By signing this page, I am affirming that the above information is true and factual to the best of my knowledge.

Date:\_\_\_\_\_ Signature of Applicant:\_\_\_\_\_