

**MORGAN COUNTY SCHOOL SYSTEM**

136 Flat Fork Road  
Wartburg, Tennessee 37887  
Telephone (423) 346-6214  
Fax (423) 346-6043

**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	_____
Mechanic	_____
Maintenance Department	_____
Janitor	_____
School Secretary/Receptionist	_____
Cafeteria Manager	_____
Cook	_____
Educational Assistant	_____
Substitute Teacher	_____
Attendant (Special Education)	_____
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)*

Action	Date		Check List
Director _____	_____	Employment Date _____	Background Check _____
Supv. _____	_____	Position Assign. _____	Form I-9 _____
Principal _____	_____	Location _____	Form W-4 _____
Ref. Check _____	_____	Salary _____	PR 1 Card _____
<u>Action Codes</u>			Transcript _____
A: Appointed by Director			License/Certificate _____
B: Reviewed by Supervisor			Social Security (copy) _____
C: Reviewed by Principal			Exp./Mil. Serv. Ver. _____
			Driver's License (copy) _____
			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 official transcript or record of education beyond high school.

## WORK AND/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	Address	Phone Number	Position

May inquiry be made of your present employer?    Yes     No

**PERSONAL DATA**

Are you a U. S. CITIZEN?    YES <input type="checkbox"/> NO <input type="checkbox"/> (If not, do you intend to be?)    YES <input type="checkbox"/> NO <input type="checkbox"/>
Have you ever been convicted of a misdemeanor or a felony?    YES <input type="checkbox"/> NO <input type="checkbox"/>
<p><b>NOTE:</b> 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).</p> <p style="text-align: center;"><b>Applicant's Certification</b></p> <p>I do not advocate the overthrow of the American form of government nor am I a member of a political party which advocates the overthrow of the American form of government. I do not have any contagious or communicable disease which may endanger the health of school children. I shall support the constitution of Tennessee and the United States. I certify that I 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.</p> <p>If I am offered and accept a position in the Morgan County School System, I hereby agree, as a condition of employment, to submit to a criminal background check at my expense.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%; text-align: center;"> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/>                 Date Certified             </div> <div style="width: 45%; text-align: center;"> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/>                 Applicant's Signature             </div> </div>

**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.

