

**F. THE FOLLOWING INFORMATION IS REQUIRED BY LAW BY THE STATE OF TENNESSEE.**

**\*Be sure you underline the appropriate response in items 2 & 3 below.**

1. I recognize that, if I am employed, the board of education of the said school system will assign or reassign me to a specific position as the need requires.

2.1 hereby certify that I **(have) (have not)** been convicted of a misdemeanor or a felony in any state of the United States. **(*Knowingly falsifying information required by Sec. 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.*)**

*If "have" is indicated, explain fully the details of each such conviction on a separate sheet of paper.*

3.1 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 dismissal 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.*

4. I hereby certify that my resignation with my present employer was or will be submitted at least 30 days prior to the beginning date stated. If my resignation has not or will not be submitted 30 days prior to the date stated, I certify that any board of education that employed me has waived its right to a 30 days' notice. A copy of my letter of resignation or of the said board action is attached or will be provided. (This applies if you are or were employed by another Tennessee public school system and if your termination is or was voluntary.)

5. I understand that misrepresentation of any of these certifications may subject me to the penalties prescribed in Sections 49-5-406, 49-5-407 and 49-5-411 of the Tennessee Code.

**G. APPLICANT'S STATEMENT**

*I certify that answers given herein are true and complete to the best of my knowledge.*

*I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. Information may be verified by fingerprint sample, a criminal history records check conducted by the Tennessee Bureau of Investigation, or other records check pursuant to Tennessee Code Annotated, Section 49-5-413. I understand the local Board of Education may require an applicant to pay such costs if the applicant is offered and accepts a position as a teacher or any other position requiring proximity to school children.*

*After December 31 of each year, applications are placed in an inactive file and remain there for one year. If you want your application to remain in the active file, **you must** notify the Central Office in writing.*

*The applicant understands that neither this document nor any offer of employment from the employer constitutes an employment contract unless a specific document is executed by the employer and employee in writing.*

*In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.*

**Date \_\_\_\_\_ Signature of Applicant \_\_\_\_\_**

2. Years Teaching Experience in Tennessee \_\_\_\_\_ Out of State \_\_\_\_\_

3. Branch of Service \_\_\_\_\_

Dates of Active Military Service: From \_\_\_\_\_ To \_\_\_\_\_ Total Years \_\_\_\_\_

#### D. PROFESSIONAL REFERENCES

List below people we may contact concerning your professional preparation and experience. List only persons who know of your training, experience or other qualifications for educational service.

NAME OF REFERENCE	COMPLETE MAILING ADDRESS/PHONE NUMBER (INCLUDING AREA CODE)	POSITION

#### E. OTHER PERTINENT INFORMATION

1. If you are appointed to a position in the Clay County Schools, you will be required to furnish the following information and materials:

The Superintendent's Copy of your current, valid Tennessee Teachers License(s)

Verification of all prior teaching experience and active military service (Form DD-214)

Some of the above information will be used to determine your salary and all information will become a part of your personnel record.

2. What co-curricular or extra-curricular activities have you been involved in as a director or coach?

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*The Clay County School System is an Equal Employment Opportunity Employer*

*Clay County Schools does not discriminate on the basis of race, sex, color, religion, natural origin, age or veteran status in the educational programs and activities it operates, pursuant to Title IX of the Educational Amendment of 1972; Public Law 92-318, Section 504 of the Rehabilitation Act of 1973; Public Law 92-112; and Title VI of the Civil Rights Act of 1964.*

Please attach a complete resume of all work experiences, honors, community services, and leadership roles.

**B. EDUCATIONAL PREPARATION**

1. Diploma(s) and/or Degree(s) Earned Including High School:

SCHOOL	CITY AND STATE	MAJOR	DATES ATTENDED		DEGREE
			FROM	TO	

**C. PREVIOUS EXPERIENCE**

1. Experience: Starting with your present position, list your experience. Do not include student teaching experience or field experience(s).

SCHOOL	SCHOOL SYSTEM AND COMPLETE MAILNG ADDRESS	GRADES OR SUBJECTS	DATES OF EMPLOYMEN	
			FROM Month/Year	TO Month/Year

Use Extra Paper If Necessary

# Application

**Clay County Schools**  
**PO Box 469**  
**Celina, TN 38551**

*An equal opportunity employer which does not discriminate on the basis of race, sex, color, religion, national origin, age, disability or veteran status in employment opportunities and benefits.*

DATE \_\_\_\_\_

This application form is but one part of our hiring and employment process. Other parts may include an interview, written questions, and community meetings. If you need an accommodation in order to complete any part of the hiring and employment process, please notify us immediately.

NAME \_\_\_\_\_  
Last First

PRESENT ADDRESS \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_ Home Telephone- \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_ Cell Telephone- \_\_\_\_\_  
Street and Address

\_\_\_\_\_ City State Zip

POSITION FOR WHICH YOU ARE APPLYING: \_\_\_\_\_

AVAILABLE START DATE \_\_\_\_\_

PRESENT POSITION \_\_\_\_\_ AT \_\_\_\_\_

Check Type(s) of Tennessee License(s) Now Held  DOSTT  Apprentice (AT)  Career Level I  Career Level II  
(include photocopy)  Career Level III  Professional  Permanent  Trade  Shop  
 Occupational Education

License Number \_\_\_\_\_ License Issue Date \_\_\_\_\_ License Expiration Date \_\_\_\_\_

Subjects Licensed to Teach \_\_\_\_\_

Administrative Endorsements \_\_\_\_\_

If you do not have a Tennessee License, have you applied?  Yes  No If so, when did you apply? \_\_\_\_\_

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?  Yes  No Proof of citizenship or immigration status will be required upon employment.

Are you a former Clay County School System employee?  Yes  No If so, give dates and position: \_\_\_\_\_

**(Please continue to the next page)**

# CLAY COUNTY BOARD OF EDUCATION

## Employee Internet Acceptance Use Policy and Agreement

The Clay County Board of Education supports the right of staff and students to have reasonable access to various information formats and believes it incumbent upon staff and students to use this privilege in an appropriate and responsible manner.

Before any employee is allowed use of the district's Internet or intranet access, the employee shall sign a written agreement, developed by the director/designee that sets out the terms and conditions of such use. Any employee who accesses the district's computer system for any purpose agrees to be bound by the terms of the agreement, even if no signed written agreement is on file. The director of schools shall develop and implement procedures for appropriate Internet use which shall address the following:

1. Development of the Network and Internet Use Agreement.
2. General rules and ethics of Internet access.
3. Guidelines regarding appropriate instruction and oversight of student Internet use.
4. Prohibited and illegal activities, including but not limited to the following:
  - Sending or displaying offensive messages or pictures
  - Using obscene language
  - Harassing, insulting, defaming, or attacking others
  - Damaging computers, computer systems, or computer networks
  - Violation of copyright laws
  - Trespassing in another's folders, work or files
  - Using another's password or other identifier (impersonation)
  - Use of the network for commercial purposes
  - Buying and/or selling on the internet

### Internet Safety Measures:

Internet safety measures shall be implemented that effectively address the following:

- Controlling access by students to appropriate matter on the Internet and World Wide Web
- Safety and security of students when they are using electronic mail, chat rooms, and other forms of electronic communications
- Preventing unauthorized access, including "hacking" and other unlawful activities by students on-line
- Unauthorized disclosure, use and dissemination of personal information regarding students
- Restricting students' access to materials harmful to them

The director of schools/designee shall establish a process to ensure the district's education technology is not used for purposes prohibited by law or for accessing sexually explicit materials. The process shall include, but not limited to:

- Utilizing technology that blocks or filters Internet access (both for students and adults) to materials that is obscene, child pornography or harmful to students
- Maintaining and securing a usage log
- Monitoring on-line activities of students

The Board shall provide reasonable public notice of, and at least one (1) public hearing or meeting to address and communicate its Internet safety measures.

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#### Legal Reference:

1. TCA 39-14-602
2. 47 U.S.C. 254; Federal-State Joint Board on Universal Service, CC Docket No. 96-45 Report and Order (March 30, 2001)
3. TCA 10-7-512

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#### Cross References:

Use of Electronic Mail (e-mail) 1.805  
Web Pages 4.407

## **Staff**

### ***Employee Agreement***

I understand that computer, network, and Internet use in the Clay County School System is a privilege and not a right, and I understand that my use of this privilege may be revoked at any time for any reason.

I understand and will abide by the above Employee Internet Acceptable Use Policy and Agreement. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, and/or disciplinary action may be taken.

**Misuse can come in many forms, but can be viewed as any messages sent/received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language and other issues described above.**

Employee's Full Name (Please Print):

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Employee's Signature:

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Date:

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