

JOB APPLICATION
CHESTER COUNTY BOARD OF EDUCATION
P.O. BOX 327 - HENDERSON, TN 38340
TELEPHONE: 731.989.5134

To be filled out by the applicant. Please answer every question. If additional details will be of value in answering these questions use a separate sheet. All information will be held strictly confidential. Write "no" or "NA" (not applicable) after questions that do not apply to you.

1. Name _____
FIRST MIDDLE LAST

2. Address _____
NUMBER STREET CITY & STATE ZIP CODE

3. Home Telephone Number _____ Alternate Telephone Number _____

4. Email address _____ Are you a U.S. Citizen? _____

If not, what is your immigration status? _____

5. Position for which you are applying _____

6. _____
LIST ANY SKILLS OR EXPERIENCE, WHICH MIGHT BE HELPFUL FOR THIS POSITION

7. Write a statement concerning your present physical condition _____

8. If you have a disability, please explain or demonstrate how with or without reasonable accommodations you would perform job related functions of this position. _____

9. Are you a member of: National Guard: Yes ___ No ___ Reserves: Yes ___ No ___

10. EDUCATION:

NAME & ADDRESS OF HIGH SCHOOL Graduate: Yes ___ No ___ GED ___
IF NO, HIGHEST YEAR COMPLETED _____

NAME OF COLLEGE, UNIVERSITY, CITY, STATE Graduate: Yes ___ No ___
IF NO, HIGHEST YEAR COMPLETED _____

BUSINESS COLLEGE, CITY, STATE Graduate: Yes ___ No ___
IF NO, HIGHEST YEAR COMPLETED _____

FOR OFFICE USE ONLY
Date Received _____
Date Application Expires _____

11. Past Employment. If additional space is required use REMARKS.

DATES		EMPLOYER CONTACT INFORMATION	POSITION	IMMEDIATE SUPERVISOR	MONTHLY SALARY OR HR RATE
From:	To:				

12. Have you ever been discharged or forced to resign from any position? _____

13. Are you presently employed? _____ If so, why do you wish to change jobs? _____

14. May we contact your present employer? _____

15. References: You must list three persons, other than past employers and relatives, who can provide information as to your ability and character.

Name	Email Address	Telephone Number

16. Remarks: _____

This application will be property of the Chester County Board of Education. It will be current for two (2) school years. After that time it will be destroyed.

It is the policy of the Chester County Board of Education to provide for equal employment opportunities to all individuals regardless of race, color, religion, sex, national origin, age or disability.

Signature _____ Date _____

The accuracy of information submitted on this application may be verified by fingerprint and criminal history records check conducted by the Tennessee Bureau of Investigation pursuant to Tenn. Code Ann. section 49-5-413. 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. You may be required to pay the costs incurred in conducting this background investigation if you are offered and accept a position with the school system. **“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.”**

Bob Moore, Chairman
2435 Old Friendship Rd.
Finger, TN 38334

Norris Frank
320 Tignor Store Road
Luray, TN 38352

Ronald Johnson
P.O. Box 96
Henderson, TN 38340



Chester County Board of Education

P.O. Box 327 • 970 East Main • Henderson, TN 38340

Phone: 731-989-5134

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Troy Kilzer, II Superintendent

Dwight Bingham, Vice Chairman
P.O. Box 251
Henderson, TN 38340

Shane Connor
632 Magnolia Lane
Henderson, TN 38340

Glenn Naylor
3420 Old Finger Rd.
Finger, TN 38334

BACKGROUND CHECKS

Required by Law as of January 1, 2000

Pursuant to TCA 49-5-413 all applicants who are approved for employment with the Chester County Board of Education for non-professional positions will be required to undergo background checks by the TBI. This is effective for all positions for which an application is received after January 1, 2000.

Procedure

Nonprofessional Positions

(Bus drivers & monitors, cafeteria staff, janitor, maintenance, secretary, substitute teacher, and teacher assistant, etc.)

1. Submit an application.
2. When a position becomes available, applications will be reviewed and the most qualified applicants will be called for an interview.
3. If the administration decides to recommend you for a position, you will be asked to come in for fingerprinting. Your fingerprints will be sent to the TBI for a background check. The Board will pay for the background check. Results for the background check usually take 4-8 weeks.
4. If you are approved for employment before the results of the background check are available, you may be asked to report for work on an interim basis. However, the final employment decision will be made after reviewing the results of the background check. If the results of the background check are not satisfactory, you will be terminated immediately.

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Information Needed for Fingerprint Card

Name: _____

Last

First

Middle

Address: _____

Social Security Number

Date of Birth

Place of Birth (State)

Height

Weight

Gender

Race

Eye Color

Hair Color