

Obion County Schools

316 S. Third St.
Union City, TN 38261
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The Obion County Board of Education does not discriminate against any person because of race, color, creed, religion, sex, age, handicap, or national origin in recruitment, training, hiring, discharge, promotion, or any condition or privilege of employment.

SUBSTITUTE TEACHER APPLICATION FOR EMPLOYMENT

This application will not be considered unless completed in its entirety.

Date _____

Name _____ Social Security Number _____

Present Address _____
Street City State Zip

Telephone Number _____ Cell or Alternate Number _____

1. Would you be willing to substitute as an educational assistant? Yes _____ No _____

2. Do you have a high school diploma or GED? Yes _____ No _____

3. Do you hold a college degree? Yes _____ No _____

If yes, please indicate degree _____

4. Do you hold a current TN Teaching license? Yes _____ No _____

If yes, Certificate Number _____ Expiration Date _____

5. Is your license on file in the Obion County Board of Education payroll office? Yes _____

No _____

6. Are you a retired teacher drawing a monthly pension from the TN Retirement System? Yes _____

No _____

7. Please put a check beside each of the following schools in which you would be willing to substitute:

_____ Black Oak Elementary-Hornbeak, TN _____ Hillcrest Elementary-Troy, TN

_____ Lake Road Elementary-Union City, TN _____ Ridgemont Elementary-Union City, TN

_____ South Fulton Elementary-South Fulton, TN _____ South Fulton Middle/High-South Fulton, TN

_____ Obion County Central High-Troy, TN _____ Career Technology Center-Union City, TN

8. In what grades would you be willing to substitute? _____

9. Are there days during the week that you would be UNAVAILABLE to work? Yes _____

If yes, please list days. _____ No _____

REFERENCES

Please list three references

Name & Title	Address	Phone

EDUCATIONAL BACKGROUND

Name and Location of Schools Attended	Dates: From/To	Degrees	Major Subject
Elementary			
High School			
College			
Other (Specify)			

EMPLOYMENT EXPERIENCE

Please list last position first.

Name, Address, Phone	Description of Work	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: _____

TEACHER LICENSURE (if applicable)

Type of License	State	License Number	Expiration Date	Endorsements

Please 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 as a substitute, the Director of Schools may assign you to a specific position as the need requires if you have applied as a teacher AND support personnel? 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 _____

I hereby apply for employment as a substitute teacher/educational assistant in the named school system on this day _____ of _____, 200 _____.

I hereby acknowledge that I must submit to a background check that will go through the TBI, FBI, Department of Children Services, Vulnerable Person's Registry, and the State's Sex Offender Registry for employment in the Obion County School System.

Please check one of the following:

_____ I hereby certify that I **HAVE NOT** been convicted of a misdemeanor or a felony in any state of the United States.

_____ I hereby certify that I **HAVE** been convicted of a misdemeanor or a felony in any state of the United States. If "HAVE" is indicated, please explain fully the details of each such conviction on a separate sheet of paper.

All new employees, certified and classified, including substitute teachers, will be required to submit a Criminal History Record Information's check to be completed by the TBI and FBI. Employment will be contingent on receiving a satisfactory report. This process usually takes 2-4 weeks.

Knowingly falsifying information required by 49-5-406 (a) (1) shall be sufficient grounds for termination of employment and shall constitute a Class A misdemeanor which must be reported to the District Attorney for prosecution. The accuracy of such information may be verified by fingerprints and criminal history record check conducted by the TBI pursuant to 49-5-413 (a). The provisions of 49-5-406 (a) (1) shall not be construed or implemented to compel disclosure of a parking or moving traffic violation if the maximum sanction provided by law for such violation does not include a period of confinement.

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

Signature

CONFIDENTIALITY OF RECORDS AND INFORMATION

A substitute teacher is expected to observe the privacy rights of pupils and ethical codes of the teaching profession. The records and information to which the substitute has access must be handled with complete confidentiality. Federal law prohibits the release of any student information by school personnel to anyone other than the parent/guardian.

PAYSCALE FOR SUBSTITUTE TEACHERS

(All rates quoted are per day)

\$50.00-Must have a high school diploma or GED

\$65.00-Must have no less than a 4-year degree

\$75.00-Must have a copy of a **valid TN** teaching certificate on file in the payroll office