

CAMPBELL COUNTY BOARD OF EDUCATION  
172 Valley Street  
JACKSBORO, TN 37757  
PHONE (423) 562-8377  
FAX (423) 566-7562

EMPLOYMENT PROCEDURES  
LICENSED & CERTIFIED PERSONNEL

NAME OF APPLICANT \_\_\_\_\_

POSITION APPLIED FOR \_\_\_\_\_

AREAS OF CERTIFICATION \_\_\_\_\_

STEPS IN DISPOSITION OF APPLICATION

DATE COMPLETED

1. TRANSCRIPTS RECEIVED \_\_\_\_\_

2. COPY OF CERTIFICATE OR LICENSE \_\_\_\_\_

3. REFERENCE LETTERS & CALLS \_\_\_\_\_

4. INTERVIEW \_\_\_\_\_

DATE: \_\_\_\_\_



PLEASE RESPOND TO THE FOLLOWING QUESTIONS IN  
NARRATIVE FORM

Please describe, if any, your previous employment experiences. If you have previously taught, please give all pertinent information on place, time, etc. If you have military experience, list that information.

Please describe any special qualifications, publications, honors, travel, and outside activities that may add to your qualifications for the applied position. Describe your participation in professional and civic organizations.

Do you plan to further your education? Also, what are some of your long-range professional goals?

What instructional techniques have you found most useful in previous teaching or student teaching?

Describe your particular strengths and weaknesses as they relate to teaching.

**PROCEDURES & INSTRUCTIONS FOR LICENSED & CERTIFIED APPLICANTS**

\_\_\_\_\_ A copy of your certificates or license of endorsement must be attached to the application.

\_\_\_\_\_ Official transcripts of college coursework must be attached to the application.

\_\_\_\_\_ Include at least three personal reference letters. These letters should include superintendent(s), principals, supervising teachers, co-workers or anyone who has first-hand knowledge of your training, personality, character, scholarship, and teaching abilities.

\_\_\_\_\_ Complete all questions on the application form and mail or bring it to the superintendent's office. Applications will remain active for one year and may be reactivated by a letter, telephone call, or visit.

\_\_\_\_\_ All employment must be recommended by the superintendent and approved by the Board of Education.

\_\_\_\_\_ N. T. E. scores must accompany the application.

**THE LAW REQUIRES EACH APPLICANT FOR A POSITION WITH A LOCAL SCHOOL SYSTEM TO MAKE THE FOLLOWING DECLARATION**

Have you ever been convicted of a felony? YES\_\_\_\_\_ NO\_\_\_\_\_ (If yes, attach to this application a statement fully explaining the details of each conviction.)

Have you ever been dismissed from a position for cause? YES\_\_\_\_\_NO\_\_\_\_\_ (If yes, attach a statement describing you place of employment, reason for dismissal, and the date of dismissal.)

Have or will you give notice to your present Board of Education 30 days prior to accepting employment with Campbell County Schools? YES\_\_\_\_\_NO\_\_\_\_\_

Are you currently under contract for next school year? YES\_\_\_\_\_ NO\_\_\_\_\_ (If yes, please list the system name, contact person, and a phone number.)

**I HEREBY CERTIFY THAT ALL STATEMENTS CONTAINED IN THIS APPLICATION ARE TRUE AND COMPLETE. I UNDERSTAND THE MISREPRESENTATION OF ANY STATEMENT MAY SUBJECT ME TO THE PENALTIES PRESCRIBED IN SECTION 49-1317 OR 49-1318 OF THE TENNESSEE CODE.**

\_\_\_\_\_  
(Signature of Applicant)

\_\_\_\_\_  
(Date)