

**Professional Personnel
Application For Employment
Putnam County Board of Education**

1400 East Spring Street
Cookeville, Tennessee 38506
931-526-9777

Date: _____

Please Provide the Following:

- A Resume
- A Copy of Your Teaching License
- A Copy of Your Transcripts

Last Name First Name MI

____ ____

Social Security #

Tennessee Teacher License Number

Tennessee License Expiration Date

Date Available for Employment

Attach Optional
Photo Here

Present Address:

Permanent Address: Same

Street

Street

City, State, Zip

City, State, Zip

Phone

Phone

Position Desired:

Elementary Middle Secondary Other: _____

Tennessee License Endorsements Codes: _____

Putnam County School System does not discriminate on the basis of age, sex, race, color, creed, religion, national origin, or handicap in the operation of its programs and activities including employment practices.

Educational Background

In order Beginning With High School

School	Location	Degree/HS Diploma	Date	Major	Minor

Qtr. or Sem. Hours in:

Art _____ Health _____ Music _____ Physical Education _____ Special Education _____
 Reading _____ Library Science _____ Math _____ Science _____

Teaching Experience

List In Order Beginning With Most Recent

School	Address	Principal	Grade/Subject	Years Months	Last Annual Salary

Other Work Experience

List In Order Beginning With Most Recent

Employer	Address	Phone	Dates	Salary
			From: To:	
			From: To:	
			From: To:	

Military Service**Branch****Dates****Total Years of Service**

Navy Air Force Coast Guard
 Army Marines Other _____

From
To

References

Name	Address	Phone #	Title/Position

Practice Teaching

For Applicants With Less Than Two Years Experience

School	Grade/Subject	Dates	Supervisor	Address

From:
To:

Activities and Organizations

High School, College, and Since

Are You Prepared To or Willing To:

Elementary: Teach The Students In Your Room

Art Yes No Music Yes No Physical Education Yes No Computers Yes No Foreign Language Yes No

Secondary: Sponsor Activites (Check At Least One)

Annual Forensic Drama Senior Class Coach _____
 Newspaper Music Cheerleaders Club (Specify) _____

Do you have the ability to perform all of the essential job-related functions in the position for which you are applying? Yes

No

If No, please explain:

Make A Brief Statement On Why You Have Chosen Teaching As A Profession.

I am applying for employment as _____
Position

to begin on _____
Date or School Term

1. I recognize that if I am employed, the Board of Education may assign or reassign me to a specific position as the need requires.
2. I have not been convicted of a felony in any state of the United States of America.
3. I have not been dismissed from any previous employment for improper or unprofessional conduct, inefficient service, neglect of duty, incompetence or insubordination.
4. My resignation from previous employment was, or will be submitted in writing at least ten (10) days prior to the beginning date of employment; or, if within ten (10) days, the previous employer has waived its right to such notice.
5. I am a citizen of the United States, or have obtained proper work credentials.
6. I do not have any contagious or communicable disease which may endanger the health of school children.
7. I shall support the constitution of Tennessee and the United States of America.
8. I understand that misrepresentation of any of the above statements may subject me to a fine, loss of opportunity for employment, and loss of position if employed.

Date

Signature

Printed Name

Address

City, State

Zip

Please Read:

Completed applications in the active files will be kept for a period of one fiscal year which is July 1 to June 30. The application will then be transferred to the inactive files for a period of three fiscal years. Applicants in the inactive file will not be eligible for employment. It will be the responsibility of the applicant to request in writing by certified letter that their application be retained in the active file for the next fiscal year.

Date Employed _____
For BOE Use Only