

APPLICATION PROCESS FOR PROFESSIONAL PERSONNEL

We appreciate your interest in Hardeman County Schools and look forward to receiving your application for employment.

We are dedicated to assisting you during the application process. This information answers some commonly asked questions about our application packet and process. If you have further questions, please feel free to call us at 731-658-2510 and we will be happy to assist you further.

Current employees wishing to apply for one or more positions must submit a completed form to the Human Resources Department by the posted deadline.

External candidates wishing to apply for one or more positions must follow these instructions:

- If you have already submitted an application form and all required supplemental documentation within the last year, simply submit a letter of interest via U.S. mail, facsimile or e-mail to the Human Resources Department at: youngs4@k12tn.net. The letter must include the following: your name, address, phone number, social security number, your interest in the position, the position, location, and title. *Your application will remain active for one year from the date you apply.*
- If you do not have a current application form with all of the requested supplemental documentation on file, please complete all application forms. Incomplete or outdated application materials will not be accepted. *Keep a copy of your completed application and attachments, as they will not be returned.*
- **Out-of-state applicants may wish to apply early for their Tennessee State Certification by contacting the Tennessee Department of Education at www.state.tn.us/education and click on the Online Services link or by calling 615-532-4885.**

If your application is under consideration for a vacancy in your area of certification, Hardeman County Schools will contact you. When requested to appear for an interview, please bring the following with you:

1. A cover letter outlining the position(s) for which you would like to be considered.
2. A copy of an updated resume. **A resume will not be accepted as a substitute for a completed application.**
3. A copy of your Tennessee Teaching Certificate or copy of the application information that has been forwarded to the State Department of Education for a Tennessee Certificate.
4. A copy of your current (within the last year) criminal background check in a sealed envelope from the school district from which you have resigned.
5. A copy of your official college transcripts. Official transcripts mailed directly from colleges/universities will be required once employment is offered. If you have a Tennessee Teaching Certificate, it is not necessary to submit transcripts.

6. A summary of Praxis II. (Only submit this information if you do not have a Tennessee Certificate.)
7. Three current letters of recommendation, one each from present and past employers that speak directly to the requirements and qualifications for which you are applying and one other reference.
8. Other materials you feel would be helpful in evaluating your candidacy.

Another way to introduce you to Hardeman County and gain actual teaching experience is to join our substitute teacher pool. If you are interested in per diem substituting, contact Mr. Steve Young at 731-658-2510 or by e-mail at: youngs4@k12tn.net, or complete the general application form.

We appreciate your interest in Hardeman County Schools and wish you success in your career endeavors.

NOTE: It is your responsibility to ensure that your application is complete. Incomplete applications will not be considered.

Hardeman County Schools is an Equal Opportunity Employer.