

## 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.

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 to the Hardeman County Board of Education, 10815 Old Highway 64, Bolivar, TN 38008; by fax at: 731-658-2061; or e-mail to the Human Resources Department at: [kuykendallb@k12tn.net](mailto:kuykendallb@k12tn.net). The letter must include the following: Your name, address, phone number, social security number, your interest in the position and position you are applying for, and the location. *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 Incomplete or outdated application materials will not be accepted.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](http://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.

6. A summary of all Praxis II score reports.

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 to gain actual teaching experience, is to join our substitute teacher pool. If you are interested in per diem substituting, contact: Mr. Gene Ross, Assistant Director of Teaching and Learning, 731-658-2510, ext. 123 or by e-mail at: [rossg1@k12tn.net](mailto:rossg1@k12tn.net), or complete the general application form

***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**

**Professional Personnel  
Application for Employment  
Hardeman County Board of Education  
10815 Old Highway 64  
Bolivar, TN 38008**

I am applying for employment as \_\_\_\_\_

to begin on \_\_\_\_\_

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.
3. I have not been dismissed from any previous employment for improper or unprofessional conduct, inefficient service, and neglect of duty, incompetence or insubordination.
4. If my most recent employer was another Tennessee Public School System and if my termination was voluntary, I certify that my resignation was or will be submitted in writing at least thirty (30) days prior to the beginning date stated or if within thirty (30) days that the previous board has waived its right to such notice. A copy of my letter of resignation or of the said board action is attached or will be provided.
5. I do not advocate the overthrow of the American form of government nor am I a member of a political party that advocates the overthrow of the American form of government.
6. I do not have any contagious or communicable diseases which may endanger the health of school children.
7. I shall support the constitution of Tennessee and the United States.
8. I understand that misrepresentation of any of the above statements may subject me to a fine, loss of an opportunity for employment and loss of position if employed.
9. I understand that I must submit a fingerprint sample.

**I understand that a criminal background check must be done, and that if I am hired, my employment is probationary until background information is received.**

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

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Type or Print Name)

\_\_\_\_\_  
(Address)

All applications must be returned to the Director of Schools' office  
Applications are only valid for one year  
**The Hardeman County Board of Education is An Equal Opportunity Employer**

**PROFESSIONAL APPLICATION  
HARDEMAN COUNTY SCHOOLS  
BOLIVAR, TENNESSEE 38008**

\_\_\_\_\_ Total years of professional service in education: \_\_\_\_\_  
Date

Name: \_\_\_\_\_  
Last name First name MI

Present Address: \_\_\_\_\_  
Street City State Zip Code

Permanent Address: \_\_\_\_\_  
Street City State Zip Code

Telephone Number: ( ) \_\_\_\_\_ - \_\_\_\_\_

Social Security Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Optional

Are you presently receiving benefits as a TCRS retiree? Yes ( ) No ( )

Date Available for Employment \_\_\_\_/\_\_\_\_/\_\_\_\_

USE NUMERALS 1, 2, 3, ETC. TO INDICATE ORDER OF PREFERENCE OF LEVELS IN WHICH YOU WISH TO TEACH	<input type="checkbox"/> PRIMARY (K-2) <input type="checkbox"/> MIDDLE (6-8) <input type="checkbox"/> UPPER ELEM. (3-5) <input type="checkbox"/> HIGH (9-12)	<input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME
LIST BELOW, IN ORDER OF PREFERENCE, THE SPECIFIC SUBJECT (SECONDARY) OR GRADE LEVEL (ELEMENTARY) OR OTHER AREAS (e.g. SPECIAL EDUCATION) (COACHING: FOOTBALL, BASKETBALL, SOCCER, SOFTBALL, and VOLLEYBALL) GUIDANCE, BAND, OTHER  1. _____ 2. _____ 3. _____		

**POSITION FOR WHICH YOU ARE APPLYING:**

**PREPARATION: (Please attach copy of Transcript)**

( ) Bachelors Degree    ( ) Masters Degree    ( ) Specialist    ( ) Doctorate

Have you taken the Praxis II? Yes ( ) No ( )

Praxis II results \_\_\_\_\_

(Please provide ALL Praxis score reports)

**CERTIFICATION: (Please attach a copy of Certificate)**

Name (as listed on certificate) \_\_\_\_\_ Kind \_\_\_\_\_

To be completed by the Director of Human Resources: Interview Date _____
Interviewed By 1. _____ 2. _____

Number \_\_\_\_\_ Date issued \_\_\_\_\_ Expiration Date \_\_\_\_\_

Area and/or areas of endorsement \_\_\_\_\_

**EDUCATION**

COLLEGE/UNIVERSITY	ADDRESS OF SCHOOL	DEGREE	DATE OF ATTENDANCE

**TEACHING EXPERIENCE**

NAME OF SCHOOL	ADDRESS OF SCHOOL	GRADE/SUBJECT	DATE OF EMPLOYMENT	NUMBER OF YEARS

**REFERENCES**

NAME	ADDRESS	POSITION

Why do you desire to leave your present position? Or, why did you leave your last position?  
 \_\_\_\_\_  
 \_\_\_\_\_

Are you currently retired from the State of Tennessee and receiving retirement checks from TCRS?  
 Yes\_\_\_\_ No\_\_\_\_

**I certify that the information given herein is correct to the best of my knowledge and belief, and if employed, I agree to abide by all the policies as set forth by the Board of Education.**

\_\_\_\_\_  
 Signature of applicant

\_\_\_\_\_  
 Date

*The school system does not discriminate on the basis of age, sex, race, color, creed, religion, national origin, or disability in the operation of its educational programs and activities, including employment practices.*

**HARDEMAN COUNTY SCHOOLS**  
*Donald L. Hopper, Ph.D., Director of Schools*  
 10815 Old Highway 64  
 Bolivar, Tennessee 38008  
 Phone: 731-658-2510 Fax: 731-658-2061  
 www.hardemancountyschools.org

\_\_\_\_\_  
 Reference Name

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Address

\_\_\_\_\_  
 City State Zip Code

\_\_\_\_\_ is an applicant for the position of \_\_\_\_\_ in the Hardeman County School System. We would appreciate your appraisal of this applicant. Please furnish the information requested below and on the back. Your response will be treated confidentially.

Sincerely,

**Donald L. Hopper, Ph.D.**  
 Director of Schools

1. In what relationship have you had an opportunity to form your judgement of the applicant? Give dates.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

2. Why is the applicant leaving his/her present position?

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

3. Has the applicant been prompt and in good attendance?

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

4. Would you re-employ this person? Yes\_\_\_\_ No\_\_\_\_  
 Comments \_\_\_\_\_

5. To your knowledge has this applicant ever been charged with a misdemeanor, a felony, or any offense involving moral turpitude? Yes\_\_\_\_ No\_\_\_\_ If so, when? \_\_\_\_\_  
 Where? \_\_\_\_\_ Explain \_\_\_\_\_

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Phone

\_\_\_\_\_  
 Position

Please use this forms for 3 recommendations:  
 1 from present supervisor  
 1 from past supervisor  
 1 from other source  
 We need all 3 filled out and returned to the Hardeman County Board of Education.  
**10815 Old Hwy. 64 West – Bolivar, TN 38008 Attn: Human Resources**

Check each of the items below in one of the six groups	Have not observed	Inferior	Below Average	Average	Above Average	Superior
<b>A. PROFESSIONAL TRAITS</b> 1. Understanding of Children 2. Cooperation & Loyalty 3. Responsibility for Professional Growth 4. Academic Preparedness 5. Use of English 6. Interest in Overall School Program 7. Parental Interaction 8. Attitude toward Supervision 9. Initiative in seeking assistance-follow through						
<b>B. CLASSROOM MANAGEMENT</b> 1. Interest in Pupils 2. Care of Room/Materials 3. Discipline 4. Supervision of Para-professionals 5. Attention to Reports, Records, etc. 6. Time Management						
<b>C. TECHNIQUE OF TEACHING</b> 1. Daily Preparation 2. Motivational Skills 3. Attention to Individual Need of Pupils 4. Standard of Preparation 5. Initiative in securing and/or developing needed materials 6. Shows Respect in Treatment of Pupils						
<b>D. PERSONAL QUALITIES</b> 1. Character 2. General Appearance/Hygiene 3. General Attitude 4. Initiative & self-reliance 5. Tact 6. Voice Quality 7. Ability to Get Along with Others						
Overall Rating						

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\_\_\_\_\_  
 Reference Name

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Address

\_\_\_\_\_  
 City

\_\_\_\_\_  
 State

\_\_\_\_\_  
 Zip Code

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\_\_\_\_\_  
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Reference Name

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Date

\_\_\_\_\_  
Address

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