

**Human Resources - Official Application**

**P.O. Box 130  
2121 Woodland Street  
Springfield, Tennessee 37172  
(615) 384-5588 (615) 384-9749  
www.rcstn.net**

**ROBERTSON COUNTY SCHOOLS**



**SECRETARY-CLERK I – CLERK II  
ADMINISTRATIVE ASSISTANT  
APPLICATION**

Name \_\_\_\_\_  
LAST FIRST MIDDLE MAIDEN

Home Number (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Cell Number (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Address \_\_\_\_\_  
STREET CITY STATE ZIP

Social Security Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Schools/Grades Preferred (Please check all that apply)

<b>Elementary</b>	<input type="checkbox"/> Bransford	<input type="checkbox"/> Cheatham Park	<input type="checkbox"/> Coopertown	<input type="checkbox"/> East Robertson	<input type="checkbox"/> Greenbrier
	<input type="checkbox"/> Jo Byrns	<input type="checkbox"/> Krisle	<input type="checkbox"/> Watauga	<input type="checkbox"/> Westside	<input type="checkbox"/> Woodall
<b>Middle</b>	<input type="checkbox"/> Coopertown	<input type="checkbox"/> East Robertson	<input type="checkbox"/> Greenbrier	<input type="checkbox"/> Jo Byrns	<input type="checkbox"/> Springfield
	<input type="checkbox"/> White House Heritage				
<b>High School Level</b>	<input type="checkbox"/> East Robertson	<input type="checkbox"/> Greenbrier	<input type="checkbox"/> Jo Byrns	<input type="checkbox"/> Springfield	
	<input type="checkbox"/> White House Heritage				

Have you ever been employed by the Robertson County School System? Yes \_\_\_\_\_ No \_\_\_\_\_

Are you bilingual? Yes \_\_\_\_\_ No \_\_\_\_\_

**EDUCATION**

	Name of School	Location City/State	Years Attended	Date Graduated	Diploma/ Degree Earned
<b>High School</b>					
<b>College</b>					
<b>College</b>					
<b>Other</b>					

**\*Attach copy of diploma, degree, or transcripts to verify highest level of education.**

**WORK EXPERIENCE**

List machines and skills

---

---

**WORK EXPERIENCE**

Employer	Location City/State	Telephone Number	Job Title	Dates/Yrs.
1.				
2.				
3.				

**WORK REFERENCES**

Name	Address/State	Job Title	Telephone Number
1.			
2.			
3.			

**OTHER REFERENCES**

Name	Address/State	Relationship	Telephone Number
1.			
2.			
3.			

This application will be considered ACTIVE for one (1) year.  
Applicants must complete a new application  
annually in order to be considered for employment.

My signature below authorizes Robertson County Schools to conduct a background investigation and authorizes release of information in connection with my application for employment. This investigation may include such information as criminal or civil convictions, previous employers and educational institutions, personal references, professional references, and other appropriate sources. I waive my right of access to any such information, and without limitation hereby release Robertson County Schools and the reference source from any liability in connection with its release or use. After January 1, 2000 all background checks will be processed through the Tennessee Bureau of Investigation and the Federal Bureau of Investigation.

I agree to release all investigative records to Robertson County Schools for examination for the purpose of verifying the accuracy of criminal violation information as required by the Tennessee Code Annotated, Section 49-5-406(a)(1). If offered employment, I will supply a fingerprint sample for a criminal history records check to be conducted by RCBE.

I understand that all job offers are contingent upon the review of references, background investigations, drug screening, and other relevant information. Any misleading or incorrect statements, omissions, or failure to disclose criminal convictions may remove this application from further consideration for employment and, if employed, may be cause for immediate termination.

I recognize that, if I am employed, the Director of Schools may assign or reassign me to a specific position as the need requires.

Knowingly falsifying information required by 49-5-406(c)(2) shall be sufficient grounds for termination of employment and shall also constitute a Class A misdemeanor which must be reported to the District Attorney General for prosecution. The accuracy of such information may be verified by fingerprint and criminal history check conducted by TBI and FBI pursuant to 49-5-413(a)(2).

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in immediate discharge. I understand that I am to abide by all policies and procedures of the employer which may be changed from time to time at the employer's discretion.

Have you ever been arrested (even if no contest or charges dropped or pled down) for a crime? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please give a brief explanation. \_\_\_\_\_

Have you been convicted of the illegal possession, use, manufacture, and / or resale of drugs, including conviction on a plea of guilty, a plea of nolo contendere or no contest, or an order granting pre-trial diversion, in this state or in any other state? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please give a brief explanation. \_\_\_\_\_

Have you been convicted, pled guilty, or pled nolo contendere to a criminal offense, other than a minor traffic violation (this includes, but is not limited to a felony, gross misdemeanor, misdemeanor, DUI, etc.) in any state of the United States? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please give a brief explanation. \_\_\_\_\_

Have you ever had been convicted or had a report of child abuse or sexual activities involving a PreK-12 student or minor filed against you with a school district, a state or federal agency, a police agency, or in court? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please give a brief explanation. \_\_\_\_\_

Are you currently under investigation in any state of the United States or been named in an indictment, accusation, or special presentment of any offense, other than a minor traffic violation? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please give a brief explanation. \_\_\_\_\_

Have you been dismissed from any previous employment for incompetency, inefficiency, neglect of duty, immoral or improper conduct, insubordination or other just cause? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please give a brief explanation \_\_\_\_\_

Robertson County Schools maintains a drug-free workplace. The Director of Schools may require a drug test when such test is supported by reasonable suspicion, based on specific facts and reasonable inferences drawn from those facts in light of experience, that the employee has been under the influence of drugs, controlled substances, or alcohol on school property or during the workday.

**In accordance with Board Policy 5.515, I agree to notify Robertson County Schools Human Resources Department the day after my arrest should I be arrested on the offense of a Class B misdemeanor / felony or above. Failure to do so may result in my dismissal.**

**My signature below indicates that I understand and agree to all statements in this application. Furthermore, I certify that I have made true, correct, and complete answers and statements on this application and on any supplement to it. Upon offer of employment, any misrepresentation on this application will be sufficient grounds for failure to employ or for my discharge should I become employed with Robertson County Schools.**

**Date \_\_\_\_\_ Signature of Applicant \_\_\_\_\_**

**The Robertson 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 educational programs and activities including employment practices.**

**Rev. 4/09**