

**CERTIFIED PERSONNEL APPLICATION**

**ROBERTSON COUNTY SCHOOL SYSTEM**  
Personnel Department  
P.O. Box 130, 2121 Woodland Street, Springfield, TN 37172  
(615) 384-5588  
www.robcoschools.org

**I. DEMOGRAPHIC INFORMATION**

Name \_\_\_\_\_  
Last First Middle Initial

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

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

Phone Numbers ( ) \_\_\_\_\_ ( ) \_\_\_\_\_ ( ) \_\_\_\_\_  
Present Permanent Work

E-Mail Address \_\_\_\_\_ Social Security Number \_\_\_\_\_ (Note: Completion of social security number is optional. Failure to submit social security number on this form will not prohibit employment consideration. Social Security Number may be required on other forms prior to employment.)

Mark Appropriate Boxes  New Application  Previous Application on File  
 Former Employee of the Robertson County Schools

**II. LICENSE INFORMATION**

Tennessee Teacher License Number \_\_\_\_\_

(If you have been issued a Tennessee License please submit a photocopy) Copy enclosed? Yes \_\_\_ No \_\_\_

**Are You Highly Qualified In The Subject Area(s) You Are Requesting Employment: Yes \_\_\_ No \_\_\_**

**(If Yes, please submit a copy of the documentation to support/identify the grade(s)/subject(s).)**

Check Type of Tennessee License(s) Now Held:

Apprentice  Professional  Interim A  Interim B  Interim E  Out-of State

License Issue Date \_\_\_\_\_ License Expiration Date \_\_\_\_\_ Endorsements \_\_\_\_\_

Have Applied But Not Yet Received A TN License  Have Not Yet Applied For A TN License

Have You Been Issued A Certificate In Another State? Yes \_\_\_ No \_\_\_ Copy Enclosed? Yes \_\_\_ No \_\_\_

State \_\_\_\_\_ Expiration Date \_\_\_\_\_ Endorsement(s) \_\_\_\_\_

State \_\_\_\_\_ Expiration Date \_\_\_\_\_ Endorsement(s) \_\_\_\_\_

Have You Met the Tennessee National Teacher Exam/Praxis Exam Required Scores? Yes \_\_\_ No \_\_\_

(If yes, submit a copy of your scores. If no, what part(s) are incomplete? \_\_\_\_\_

When do you plan to take the NTE/Praxis Exam again? \_\_\_\_\_

The Robertson County School System is an equal opportunity employer.

**III. POSITION(S) DESIRED (list only endorsed positions)**

	<b>Elementary (Preferred Grades)</b>	<b>Secondary (Preferred Subjects)</b>	<b>Special Areas/Levels (Sp. Ed., Reading, Art, Music, Guidance, Librarian, Administration, others)</b>
<b>1st Choice</b>			
<b>2nd Choice</b>			
<b>3rd Choice</b>			

**Date Available For Employment:** \_\_\_\_\_

**IV: EDUCATIONAL BACKGROUND (Courses taken in college or university – Attach Transcripts)**

	<b>School</b>	<b>Location</b>	<b>Degree</b>	<b>Date Attended</b>	<b>Major</b>	<b>Minor</b>
<b>High School</b>						
<b>College or University (B.A.)</b>						
<b>College or University (M.A.)</b>						
<b>Other</b>						

**V. STUDENT TEACHING/INTERNSHIP (for applicants with less than three years experience)**

<b>Name Of School</b>	<b>Phone Number</b>	<b>Address</b>	<b>Grades and/or Subjects Taught</b>	<b>Dates</b>	<b>Supervising Teacher</b>

**VI. TEACHING EXPERIENCE (Regular, full time only, list in order beginning with most recent)**

<b>School</b>	<b>Address &amp; Zip Code</b>	<b>Principal</b>	<b>Grade and/or Subjects</b>	<b>Dates of Employment</b>	<b>Total Years</b>

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**VII. OTHER WORK EXPERIENCE (list in order beginning with the most recent)**

Position Held	Business Name and Address	Dates of Employment	Last Annual Salary

**Military Service:**

Branch Served \_\_\_\_\_ Dates of Service \_\_\_\_\_ Total Years \_\_\_\_\_

**VIII: OTHER PERTINENT INFORMATION**

Based on the job description and familiarity with the work, are you able to perform the essential functions of the job for which you are applying? Yes \_\_\_\_\_ No \_\_\_\_\_

Do you desire or are you willing to sponsor any of the following activities? (Check those that apply)

Annual (Yearbook)     Newspaper     Cheerleading     Drama     Service Club  
 Subject Matter Club     Senior Class     Music     Art     Forensics  
 Coaching    Other \_\_\_\_\_

**ORGANIZATIONS**

**PROFESSIONAL:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**CIVIC:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**OTHER INTERESTS: (Travel, Honors, Offices Held, Etc.):** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
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**IX: REFERENCES (list only persons who know of your training, experience, or qualifications for educational services. First year graduates should include college supervisor(s) of student teaching).**

Name	Address and Zip Code	Job Title	Telephone Number

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**X. DECLARATION**

**My signature below authorizes Robertson County Schools to conduct a background investigation and authorizes release of information in connection with application for employment. The investigation may include such information as criminal or civil convictions, previous employers and educational institutions, personal references, and other appropriate sources. I waive my rights 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.**

1. I recognize that, if I am employed, the Director of Schools may assign or reassign me to a specific position as the need requires. Yes\_\_\_\_ No\_\_\_\_
2. Have you been convicted of a misdemeanor or a felony in any state of the United States? Yes\_\_\_\_ No\_\_\_\_

If so, please give a brief explain:

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3. 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\_\_\_\_
4. Are you currently under contract in another school system? Yes\_\_\_\_ No\_\_\_\_
5. If your most recent employer was another Tennessee public school system and if your termination was voluntary, will you certify that your resignation was, or will be submitted in writing at least thirty (30) days prior to the beginning date stated; or that the previous board has waived its rights of a 30 day notice? Yes\_\_\_\_ No\_\_\_\_  
A copy of my letter of resignation or of the said board action is attached or will be provided, if needed.
6. Are you a citizen of the United States? Yes\_\_\_\_ No\_\_\_\_

**Robertson County 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.**

**My signature below indicates that I understand and agree to the above statements. I understand that misrepresentation of any information on this application may subject me to a fine, loss of an opportunity for employment, and loss of position if employed.**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

**The Robertson County School System does not discriminate on the basis of race, color, national origin, sex, disability, age, religion, or marital status, in training, activities, or employment practices in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964 and the Americans with Disabilities Act of 1990.**

**ROBERTSON COUNTY SCHOOLS  
TEACHER PRE-INTERVIEW QUESTIONNAIRE**

Please complete this questionnaire and return it with your application.

NAME \_\_\_\_\_

1. Why I chose teaching as a profession . . .

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2. What do you feel you have to offer in a teaching position in Robertson County?

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3. Identify what you feel is a major need in education and describe how you will address this need in your classroom.

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4. Principals and teachers are struggling with social issues that are impacting our schools. Choose one social issue that is affecting your grade level and tell what impact you feel you can have as a teacher.

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5. There is a growing public perception in some arenas that teaching has become a less respected profession. How would you respond to that perception and what will you do improve the perception?

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6. It will be your duty as a teacher to identify and meet the needs of a diverse population of students. You will be challenged by extreme variations in ability, motivation, concern, acceptance and cooperation - both of students and of parents. What commitments are you willing to make to teach **all** students to the best of your and their ability?

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7. What do you perceive as the role of the special education teacher? How does the role of special educator relate to students, parents, community, peers, and administration?

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8. What is meant by the term "Least Restrictive Environment?" How does this term apply to special needs students?

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9. What is the function of an Individualized Educational Plan (IEP)? Which students do you think require one?

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10. What effect does Section 504 of the Rehabilitation Act of 1973 and the Individuals with Disabilities Education Act of 1997 have on the teacher, the student, and instruction in the classroom?

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NAME: \_\_\_\_\_

**This section of the application is for administrative applicants currently working outside Robertson County Schools.** Please complete the entire application and return it to Human Resources. List information regarding your knowledge/experience/expertise in the following areas:

INSTRUCTIONAL LEADERSHIP: \_\_\_\_\_

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TEACHER EVALUATIONS: \_\_\_\_\_

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TEST DATA ANALYSIS: \_\_\_\_\_

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STAFF DEVELOPMENT: \_\_\_\_\_

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BUILDING MANAGEMENT: \_\_\_\_\_

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FINANCIAL MANAGEMENT: \_\_\_\_\_

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SCHOOL SAFETY & SECURITY: \_\_\_\_\_

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STUDENT DISCIPLINE: \_\_\_\_\_

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SPECIAL EDUCATION / 504: \_\_\_\_\_

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