

**Robertson County Schools**  
**Personnel Department - Official Application**  
**P.O. Box 130, 2121 Woodland Street, Springfield, Tennessee 37172**  
**(615) 384-5588**

**Instructional Assistant Application**

Name: \_\_\_\_\_ ( \_\_\_\_\_ ) - \_\_\_\_\_ - \_\_\_\_\_  
Last First MI/Maiden Phone Number

Address: \_\_\_\_\_  
Street City, State Zip

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

Specific Areas: \_\_\_ General Education \_\_\_ Special Education \_\_\_ Title I \_\_\_ Other

School(s) preferred: (1) \_\_\_\_\_ (2) \_\_\_\_\_ (3) \_\_\_\_\_

Grade Levels Preferred: \_\_\_ Elementary \_\_\_ Middle \_\_\_ High School

**EDUCATION:**

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

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

**EXPERIENCE:**

Substitute Teacher \_\_\_\_\_ Years \_\_\_\_\_

Certified Teacher \_\_\_\_\_ Type of Certification/License \_\_\_\_\_ Years \_\_\_\_\_

Other \_\_\_\_\_

Present Position \_\_\_\_\_ Years \_\_\_\_\_

( Over )

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**WORK REFERENCES:**

Name

Address

Phone Number

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**OTHER REFERENCES:**

Name

Address

Phone Number

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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, 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.

Have you been convicted of a misdemeanor or a felony in any state of the United States?  Yes  No

Have you been dismissed from any previous employment for incompetency, inefficiency, neglect of duty, immoral or improper conduct, or insubordination?  Yes  No

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.

**My signature below indicates that I understand and agree to the above statements. 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.**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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.