

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

Secretary - Clerk I - Clerk II Application

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

Address: _____
Street City, State Zip

Social Security Number _____ - _____ - _____

School(s) preferred: (1) _____ (2) _____ (3) _____ Any

EDUCATION:

	Name of School	Location	Years Attended	Date Graduated	Degree Earned
High School					
College					

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

WORK EXPERIENCE:

List machines and skills: _____

Previous Employers:

Name Address Dates Employed Job Description

(Over)

WORK REFERENCES:

Name

Address

Phone Number

OTHER REFERENCES:

Name

Address

Phone Number

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.