

KNOX COUNTY SCHOOLS

P.O. Box 2188

Knoxville, Tennessee 37901-2188

Web Address: <http://www.kornet.org/kcschool/>

An equal opportunity employer which does not discriminate on the basis of race, sex, color, religion, national origin, age, disability or veteran status in employment opportunities and benefits.

Application Sent To:

Department _____

Department _____

Department _____

Department _____

Department _____

Department _____

Department _____

Computer Code

S.S.P. 0 1 2 3 4 5 Date _____

B.C. 0 1 2 3 4 5 Date _____

This application form is but one part of our hiring and employment process. Other parts may include an interview, an employment examination/test, and/or a demonstration of an ability to perform the essential functions or duties of the job. If you need an accommodation in order to complete any part of the hiring and employment process, please notify us immediately. **Please fill out the application completely even if you are submitting a resume.**

Date _____

Name _____
Last First Middle

Maiden name and/or any other name you have been known by or called in past or present: _____

Address _____
Street Apartment

Telephone Number (____) _____
City State Zip Code

E-mail Address _____ Alternate Telephone Number (____) _____

- Type of work desired:
- Administrative Secretary
 - School Secretary
 - Educational Assistant (Aide)
 - Temporary Assignment
 - Food Service
 - Custodian
 - Maintenance (Specify position) _____
 - Other _____
 - Security Dept.
 - Bus Driver

Work location limitations, if any, and reasons: _____

Do you desire day or night work? _____

Date available for work _____ Are you a high school graduate? Yes No

Have you ever submitted an application for a position with Knox County Schools before? Yes No
Name at time _____ In what position? _____

Have you previously been employed by Knox County Schools? Yes No In what position? _____

Are you currently employed by any other Knox County department? Yes No In what position? _____

Have you ever been convicted of a misdemeanor or a felony in this state or any other state? You are not required to disclose a parking or a moving traffic violation if the maximum sanction provided by law for such violation does not include a period of confinement. (Tenn. Code Ann. 49-5-406) Yes No

If yes, list all convictions giving brief description including date, place, and charge.

Have you ever been terminated from a job for cause? If yes, explain.

A person who fails to make a full disclosure of any prior criminal record and any prior dismissal from employment for cause commits a Class A misdemeanor. (Tenn. Code Ann. 49-5-406)

Check office equipment which you can operate:

Typewriter – Average Speed _____

Copier

Computer

Word Processor

Calculator

Dictaphone or transcribing equipment

Average Speed _____

Other skills: Bookkeeping

Filing

Shorthand/Speedwriting Average Speed _____

Please state below any facts or details concerning your experience and training which explain more fully your qualifications for the employment for which you are applying. If more space is needed to record this data, please use a separate sheet and attach.

REFERENCES

List only individuals not related to you who have knowledge of your work.

Name	Address	Telephone Number Including Area Code	Position

Are you prevented from lawfully becoming employed in this country because of visa or immigration status? Yes No
Proof of citizenship or immigration status will be required upon employment.

APPLICANT'S STATEMENT

I certify that the answers and information provided by me in this application for employment are true, correct and complete to the best of my knowledge. I further understand that if employed any false or misleading information or omission of fact given in my application or interview(s) may result in discharge.

I authorize investigation of all information contained in this application for employment as may be necessary in arriving at an employment decision. I understand that this application is not and is not intended to be a contract for employment.

Date _____ Signature _____

IMPORTANT

Applications are kept on active file for no more than one (1) school year. If you wish your application to remain on file for a longer period of time, you must notify this office in writing. All positions are advertised in the Administrative Bulletin, on the Knox County Schools website, and on the job board on the 15th floor of the Andrew Johnson Building. Failure to completely fill out an application by the closing date may result in delaying eligibility for a job or may disqualify an individual from a job all together.

Knox County Schools does not discriminate on the basis of race, sex, color, religion, national origin, age or veteran status in the educational programs and activities it operates, pursuant to Title IX of the Educational Amendment of 1972; Public Law 92-318, Section 504 of the Rehabilitation Act of 1973; Public Law 92-112; and Title VI of the Civil Rights Act of 1964. Student complaints of discrimination on the basis of sex or disability may be directed to Dr. John E. McCook, Section 504 Compliance Coordinator, Room 909 of the Andrew Johnson Building, telephone (865)594-1540. All other complaints of discrimination on the basis of race, sex, disability, color, religion, national origin, age or veteran status may be directed to Rebecca Owens, Title VI Coordinator, Room 1607 of the Andrew Johnson Building, telephone (865)594-1686.