



APPLICATION PROCEDURES FOR SUPPORT PERSONNEL

Marshall County School System

1. Submit a completed application in person or online along with supporting documents (copy of high school diploma, certificates, etc.) to the Human Resources Department.
 - a. **It is important that all information is provided when the application is submitted.**
 - b. **Failure to complete the application and to submit all supporting documents will result in your application being considered incomplete.**
 - c. Do not write "See Resume" in the blanks. You are welcome to attach a resume.

2. Vacancies are posted on the front window of the Central Office, in the offices of all schools, on the Marshall County Board of Education website (www.k12marshall.net), and in the local newspaper.
 - a. **Applicants must request that his/her name be placed on the list to be considered for a specific posted position. This can be done by phone, email, or by coming to the Central Office.**
 - b. **Applicants who meet the qualifications for the posted position will be given a screening interview by the Human Resources Coordinator after which, those applicants who are best qualified, will be sent to the immediate supervisor for a second interview.**
 - c. **Only those applicants who are interviewed by an immediate supervisor will be sent a letter to inform them if they have or have not been selected. All others are welcome to call the Central Office in regard to their status in the interview process.**

If you have questions contact:

Jennie Carroll, H.R. Coordinator
Marshall County School System
700 Jones Circle
Lewisburg, TN 37091
931-359-1581, ext. 2028
www.k12marshalltn.net



APPLICATION FOR SUPPORT PERSONNEL Marshall County School System

I am applying for employment as _____
Position

To begin _____
Date or school term

1. I recognize that, if I am employed, the Board of Education may assign or reassign me to a specific position, as the need requires.
2. I have not been convicted of a felony in any state of the United States.
3. I have not been dismissed from any previous employment for improper or unprofessional conduct, inefficient service, neglect of duty, incompetence or insubordination.
4. My resignation from previous employment was, or will be submitted in writing at least ten (10) days prior to the beginning date of employment; or, if within ten (10) days, the previous employer has waived its right to such notice.
5. I am a citizen of the United States or have obtained the proper work credentials.
6. I do not have any contagious or communicable disease, which may endanger the health of school children.
7. 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.
8. I understand that all offers of employment are contingent on a satisfactory background check conducted by the TBI/FBI (TCA 49-2-301), DCS, and the sex offender registry and agree to be fingerprinted.
9. All Applications will be deleted in accordance with Federal and State Laws.
10. In compliance with Tennessee Law, all applications are subject to public disclosure.

Date Signature of Applicant

Printed Name Social Security Number

Address Telephone

City, State, Zip Email

EDUCATIONAL BACKGROUND (In order beginning with high school)

School	Location	Degree/HS Diploma	Major	Minor

WORK EXPERIENCE (List in order beginning with most recent).

Type of Work	Name and Address of Employer	Date	Last Annual Salary
		From To	
		From To	
		From To	
		From To	

MILITARY SERVICE

Branch	Date	Total Years

REFERENCES (Must list three references with contact information).

Name	Address/Phone	Position

**Waiver
Public Law 93-380**

I, _____ being aware of the provisions of Public Law 93-380, "Family Educational Rights and Privacy Act of 1974," here affix my signature and provide a waiver of the above law's provisions.

I hereby grant authorization to the Marshall County Board of Education, the Human Resources Department, and all placement administrators in the Marshall County Schools to:

1. Request any and all materials and information pertaining to my employment from any of my present or former employers, supervisors, co-workers, in any bona fide school corporation.
2. Request credentials from all educational institutions I have attended.

I hereby further authorize:

1. Any bona fide school corporation to release any and all information (written or verbal) pertaining to my employment in the school corporation to the Human Resources Department of the Marshall County Board of Education.
2. Any or all educational institutions I have attended to release my placement credentials on request to the Human Resources Department of the Marshall County Board of Education.

Signature of Applicant

Date

