

**JEFFERSON COUNTY SCHOOLS**  
**PO BOX 190, DANDRIDGE, TN 37725**  
**(865) 397-3194**

**For Office Use Only**

Received: \_\_\_\_\_  
FingerPrint: \_\_\_\_\_  
Training: \_\_\_\_\_  
Approved: \_\_\_\_\_

**APPLICATION FOR SUBSTITUTE TEACHER**

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
(Exactly as it appears on Social Security Card)

Address \_\_\_\_\_ Phone: \_\_\_\_\_  
\_\_\_\_\_ SS#: \_\_\_\_\_

Have you ever been convicted of or pleaded no contest to a crime? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, please sign, date and attach a detailed explanation.

Do you have a Tennessee Teachers License? Yes \_\_\_\_\_ No \_\_\_\_\_  
If so, please attach a copy.

**EDUCATION:**

<b>Diploma/Degree</b>	<b>HS, College or University</b>	<b>Dates From – To</b>	<b>Major</b>
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List any special skills or activities which would be useful in the position:

\_\_\_\_\_

\_\_\_\_\_

**WORK EXPERIENCE: (During the past 5 years)**

<b>Institution</b>	<b>Address</b>	<b>Dates From – To</b>	<b>Contact</b>
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The Jefferson County Board of Education is an equal opportunity employer. No discrimination is made on the basis of sex, marital status, race, creed, color, or religion.

**Tennessee State Law, T.C.A. 49-413 requires that every employee working in proximity to children must complete a Criminal History Records Check. The check involves fingerprinting and submission of the report to the Tennessee Bureau of Investigation. This procedure is done as part of the employee's intake procedure. Substitute teachers will bear the cost of the Criminal History Background Check which is \$56. If you have had a Criminal History Records Check through TBI and FBI within the past 12 months and can provide us a copy of the results, the Records Check can be waived. Unless you are a Tennessee licensed teacher, all new substitutes will be required to attend an orientation/training session, provided by the Jefferson County Schools, before you will be approved to substitute. You will be advised of the date of the next orientation session.**

I will work county wide, grades K-12.

I will work at the following schools: (Please circle)

Rush Strong School	Jefferson Elementary	Dandridge Elementary	Jefferson County High
New Market Elementary	Jefferson Middle	Maury Middle	
Piedmont Elementary	Talbot Elementary	White Pine School	

\_\_\_\_\_  
**Signature of Applicant**

A W-4 Form must be completed and returned with the application.