

**SUPPORT PERSONNEL  
SHELBY COUNTY SCHOOLS  
160 S. HOLLYWOOD ST. MEMPHIS, TENNESSEE 38112  
(901) 321-2537  
APPLICATION FOR EMPLOYMENT**

Position(s) Desired: \_\_\_\_\_ Date of Application \_\_\_\_\_ month \_\_\_\_\_ day \_\_\_\_\_ year

1. \_\_\_\_\_ School Area(s) Desired 1. \_\_\_\_\_  
2. \_\_\_\_\_ 2. \_\_\_\_\_

Name \_\_\_\_\_ Social Security Number \_\_\_\_\_  
(Last) (First) (Middle/Maiden)

Local Address: \_\_\_\_\_ Street \_\_\_\_\_ Phone \_\_\_\_\_  
\_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Residence Requirement: All new employees of Shelby County Schools must reside in Shelby County.**

**I. PERSONAL DATA**

A. Military Service: Branch \_\_\_\_\_ Length \_\_\_\_\_ Dates \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

B. Do you have any relatives presently employed by Shelby County Schools?  Yes  No

If yes, please list. \_\_\_\_\_  
Name Relationship  
\_\_\_\_\_  
Name Relationship

C. Have you ever been convicted of a misdemeanor or felony including dispositions of such as probation or diversion in any state?  Yes  No If yes, please explain below. This will not necessarily cause ineligibility.

\_\_\_\_\_  
\_\_\_\_\_

My signature below authorizes Shelby County Schools to conduct a background investigation and authorizes release of information in connection with my application for employment. This investigation may include a criminal history records check conducted by the Tennessee Bureau of Investigation pursuant to Tennessee code Annotated Sec. 49-5-413 as well as 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 Shelby County Schools and the reference source from any liability in connection with its release or use.

Furthermore, I certify that I have made true, correct, and complete answers and statements on this application in the knowledge that they may be relied upon in considering my application. I understand that any omission or false answer or statement on the application or any supplement to it will be sufficient grounds for failure to employ or for my discharge should I become employed with Shelby County Schools.

Knowingly falsifying information required by Sec. 49-5-406(a)(1) shall be sufficient grounds for termination of employment and shall also constitute a Class A misdemeanor which must be reported to the District Attorney General for prosecution.

Date \_\_\_\_\_ Signature of applicant \_\_\_\_\_

Application must be complete before consideration for employment will be made. This application will remain on file for two years.  
**Please continue on the other side.**

**MARK THE APPROPRIATE BOXES**

- New Application
- Previous Application on File
- Former Employee of Shelby County Schools

Are you eligible to work in the U.S.?

- Yes
- No

**PLEASE INDICATE SKILLS FOR THE POSITION DESIRED**

Typing \_\_\_\_\_ w.p.m.

Shorthand \_\_\_\_\_ w.p.m.

Computer Skills  Yes  No (If yes, give details below)

Other \_\_\_\_\_  
 \_\_\_\_\_

List any degree/certification/license for the position desired. \_\_\_\_\_

**II. EDUCATION**

	Name/Location of School	Major Area of Study	Degree/Diploma/Certificate
Elementary			
High School			
College			
Trade/Business School			

**III. PERSONAL REFERENCES**

Please indicate information where they can be contacted. (DO NOT LIST RELATIVES)

Name	Phone	Street	City	State	Zip

**IV. WORK EXPERIENCE**

Do you want your present employer contacted?  Yes  No

(Begin with most recent experience)

Name and Address of Employer	Position	Dates Employed Mo/Yr. Mo/Yr.	Reason for Leaving
		To	
		To	
		To	

ATTACH AN ADDITIONAL SHEET IF NECESSARY

Are you seeking  10 month or  12 month employment? Are you available for substitute work?  Yes  No

Shelby County Schools does not discriminate on the basis of race, color, national origin, age, religion, political affiliation, disability, or sex in its employment. No person shall be denied employment solely because of any impairment which is unrelated to the ability to engage in activities involved in the position for which the application has been made.