

Procedures Handbook

Human Resources

Descriptor Term:

Application Process/Hiring of Professional Personnel

Descriptor Code:

GBD

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8/01**

1. An individual desiring a teaching position must provide the following documents to the Human Resources Department:
 - Application form
 - All college transcripts
 - Placement office or Student Teaching Data if available
 - Photocopy of Tennessee Teacher License (Superintendent's Copy with Code Numbers)
 - Copy of appropriate Praxis (NTE) test scores for new graduates [Principles of Learning and Teaching (PLT) and Specialty Areas]
 - Three Reference Forms
2. An initial interview utilizing the Urban Teacher Perceiver will be initiated and scheduled by the Department of Human Resources.
3. After completion of the Urban Teacher Perceiver Interview, applicants are given consideration for vacancies for which they are properly endorsed.
4. Names of applicants whose perceived strengths and talents meet the system needs are given to the principal/supervisor by the HR Department to interview for specific vacancies.
5. After interviewing all candidates, principal and/or supervisor completes an HR-119 form documenting selection and returns it to the HR office.
6. An offer of employment is extended by the HR Supervisor and the candidate arranges for a time to come to the HR Department to complete employment documentation as follows:
 - W-4 form
 - Service Record Card
 - PR-1 Card
 - I-9 Form (employment eligibility verification form). Driver's License or Birth Certificate or Passport and Social Security Card are required to complete this form.
 - Medical and Dental Insurance Applications
 - Application of Previous Experience Letter
 - Tennessee Consolidated Retirement Forms
 - Life Insurance Forms and premium conversion form
 - Authorization Agreement for Automatic Deposit
 - Medical/Physical Form which includes a tuberculin test (TB) (to be completed and returned within 30 days)
 - Fingerprint and Criminal History Verification Record
 - Drug Test in compliance with Drug-Free Workplace Policy
7. Applicant is responsible for the cost of the medical exam, TB test, and fingerprint and criminal history verification.

8. All new employees are required to attend employee orientation.

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