



HARDIN COUNTY BOARD OF EDUCATION
155 Guinn Street
Savannah, Tennessee 38372

APPLICATION FOR SUBSTITUTE TEACHER

Name: _____

Address: _____
Street or Box City State Zip

Home Phone: _____ Alternate/Cell Phone: _____

Date of Birth: _____ Sex: ___ Male ___ Female

Social Security Number _____

Check One

Do you have a high school diploma? _____ Yes _____ No

Do you have a GED diploma? _____ Yes _____ No

Do you have college training? _____ Yes _____ No

Are you presently in college? _____ Yes _____ No

Do you have a college degree? _____ Yes _____ No

Do you have a teacher's certificate:
(Attach copy with application) _____ Yes _____ No

If Yes, name your area(s) of endorsement _____

Name of College or University _____

Number of Years of Experience as a teacher _____

Number of Years Experience as a substitute teacher _____

References

Names

Address

Telephone

Please indicate the school (s) in which you will be available:

_____ Hardin County High School

_____ Parris South Elementary

_____ Hardin County Middle School

_____ Southside Elementary

_____ East Hardin Elementary

_____ West Hardin Elementary

_____ Northside Elementary

Date Application Completed

Signature of Applicant

ALL APPLICANTS MUST COMPLETE W-4 (IRS FORM) AT EDUCATIONAL CENTER WHEN SUBMITTING APPLICATION

Michael Davis
Director of Schools

Ron Ashe
Chairman



155 Guinn Street
Savannah, TN 38372
Ph (731) 925-3943
Fax (731) 925-7313

Application Process for Position with Hardin County Schools

1. Effective January 1, 2000, Tennessee state law requires that all newly hired employees having direct contact with students must submit to a criminal history background check.
2. After the criminal history background check is completed and acceptable, the application for a position with Hardin County Schools will be approved for potential employment.
3. The UPS Store, located at 245 Wayne Rd, Suite A, Savannah, Tennessee, is the approved fingerprint location. You may call them at 925-6877 with further questions.

Tennessee Taps Fingerprint Fees and Codes

BD	School Bus Drivers	\$32.65 (previously \$38)
CA	School Cafeteria Workers	\$32.65 (previously \$38)
CW	School Custodial Workers	\$32.65 (previously \$38)
ST	Substitute Teachers	\$32.65 (previously \$38)
SW	School Worker Other	\$32.65 (previously \$38)
SWV	School Worker Volunteer	\$32.00 (previously \$36)
TE	Teachers	\$32.65 (previously \$38)
TBI only	Fingerprint-Based Background Checks:	\$23.00 (previously \$25)

The UPS Store
245 Wayne Road
Suite A
Savannah, TN 38372
Phone: (731) 925-6877
Fax: (731) 925-5170
Email: store6516@theupsstore.com
Hours: M-F 8 am – 5:30 pm
Sat. 9 am – 1:30 pm

Executive Officers:
President.....Douglas McCashland
Vice President.....Marvin McCashland
Secretary & Treasurer.....Lucas McCashland

Instructions for Fingerprinting Tennessee Applicant Processing Services

Follow the simple steps outlined below to complete the fingerprinting process:

1. Using your computer web browser, go to www.L1enrollment.com and choose Tennessee
2. If you do not have access to the internet, you may call us toll-free at (855) 226-2937 to schedule an appointment. If you call you will be asked the following questions instead of completing these steps yourself.
3. Click **Online Scheduling** and choose the language you wish to use for scheduling (English or Spanish)
4. Enter your first and last name and click "go".
5. Choose the proper employing or licensing agency as your Agency Name and click "go".
6. Choose the proper Applicant Type and click "go".
7. Enter your ORI, OCA, or other identifying numbers required by your employing or licensing agency clicking "go" after each **TN931320Z**
8. Select the location where you want to be fingerprinted. You may choose a region of the state, or click on the map, or enter a zip code to get a list of locations in a specific area, Press "go"
9. Click on the words "Click to Schedule" across from the location you want, under the day you wish to be fingerprinted. If you want a date further in the future, click the "Next Week>>" link to display more dates. Once you select the location/date combination, select the time for your appointment and click "go".
10. Complete the demographic information page. Required fields are indicated by a red asterisk (*). When complete, click "Send information"
11. Confirm the information. Follow the onscreen directions to make any changes necessary. Once you see the date is correct, click "Send information".
12. If you are required to pay for your fingerprinting, then you will be presented with payment options. Complete your payment process and click "Send Payment Information".
13. Print your confirmation page.
14. Bring approved identification documents with you to the appointment. These approved document options are identified on your confirmation of your appointment.
15. Arrive at the facility at your appointed date and time.
16. The Enrollment Officer at the site will check your ID, verify your information, verify or collect payment, capture your fingerprints, and submit your date. This normally takes less than five minutes.
17. You will receive a signed receipt at the end of your fingerprinting session which can be provided to your agency for proof of fingerprinting, if needed.
18. All results will be processed and delivered to your employing or licensing agency for processing by the TBI. L-1 is never in possession of criminal record data results.



Procedure for Blood Borne Pathogen Training And

Substitute Teacher Handbook

Substitute teachers are required to complete the Blood Borne Pathogen training prior to being employed as a substitute teacher. This may be done online at the Hardin County School website. If you do not have access to a computer, it may be done by contacting Mr. Jeremy Davis at 731-925-3943 and scheduling a time to complete the training. In order to complete the training on-line, please see the following instructions:

1. Log on to the website at www.hardincoschools.com
2. Scroll to the bottom and click on "Teacher Resources"
3. Access the Blood Borne Pathogen Power Point. At the conclusion of the site, you are asked to send an email to Laura Hinton at laura.hinton@hctnschools.com. This is verification that you have completed the training.
4. Prior to being approved each year, you must complete this training by either attending the annual in-service for substitute teachers and/or completing the training on line.