



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](mailto:store6516@theupsstore.com)**  
**Hours: M-F 8 am – 5:30 pm**  
**Sat. 9 am – 1:30 pm**

## **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.identogo.com](http://www.identogo.com) and choose Tennessee under “Search for Services by State.” Click “Go.”
2. If you do not have access to the internet, you may call (844) 321-2124 to schedule an appointment. If you call you will be asked the following questions instead of completing these steps yourself.
3. Click **Digital Fingerprinting**
4. Choose “Schedule a New Appointment.”
5. Under agency ID, choose “State Schools/Colleges.” Click “Go.
6. Choose the proper title under “applicant type.” (Note: if you are applying for multiple position categories, you can choose either type.) Click “Go.”
7. Enter the ORI number for Hardin County Schools: **TN931320Z**; click “Go.” Make sure “Hardin County Board of Education” is listed, then click “yes.”
8. Read the displayed agreement, then click “AGREE.”
9. Enter 38372 or your current zip code and click to display fingerprinting locations.
10. To choose the UPS Store in Savannah, look for the “Savannah-Wayne Road” location in the left column. Look at the available dates, and click “Schedule” under desired fingerprinting date.
11. Choose a time on the available times list, then click “Continue.”
12. Fill out all blanks with a red asterisk (\*) next to them. When form is filled with correct answers, click “Submit.”
13. Double-check all information entered. If everything is correct, click “Go.”
14. Choose a method of payment. You must either pre-pay using an online check or credit card OR pay at your appointment with a money order or cashier’s check.
15. Complete the payment process using your preferred method of payment.



## 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](http://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](mailto: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.