

**ALCOA CITY SCHOOLS**  
**524 Faraday Street**  
**Alcoa, Tennessee 37701**

**PROSPECTIVE TEACHER EMPLOYEE**

Thank you for your interest in employment with the Alcoa City Schools. The following information will acquaint you with our employment procedures. If you desire additional information, please contact us by letter or call 865-984-0531.

- \* Complete application (download form)
- \* Complete and sign the Tennessee Code Annotated form (download form)
- \* Three Letters of reference from previous employers or persons knowledgeable of your skills and abilities (do not include relatives.)
- \* Copy of Official College Transcripts
- \* Copy of your current Tennessee Teacher Certification. If certified outside the State of Tennessee, provide a copy of current certification. If Tennessee certification has been applied for, include a copy of all pertinent information sent to the State for processing.
- \* Copy of PRAXIS

**Submission and Renewal of Applications**

You should return the completed application packet to the Personnel Office. The application packet must be complete in order to be considered. If you are unable to complete the application because of a disability, you may contact the Personnel Office for assistance. Applications are accepted at any time between 8:30 a.m. and 4:00 p.m. on all regular business days. This office must receive written notification of any changes in name, address, telephone number, or availability. Qualified applicants will be selected for interviews as vacancies occur.

We look forward to receiving your application packet and wish you success in your employment pursuits.

**Alcoa City Schools Non-Discrimination Policy**

It is the policy of the Alcoa City Schools to maintain a learning and working environment that is free from discrimination. The school system prohibits any form of discrimination on the basis of race, creed, national origin, sex, marital status, or disability in its educational programs, activities, or employment practices in accordance with the requirements of Titles VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Educational Amendments, Section 504 of the 1973 Federal Rehabilitation Act, Title II of the 1990 Americans with Disabilities Act, and the 1975 Age of Discrimination and Employment Act.