

Category:	Procedure:	
<b>Human Resources</b>	<b>Application Process and Hiring of Personnel</b>	
Descriptor Code:	Issued Date:	Revised Date:
<b>AP-G-290-1</b>	<b>June 1997</b>	<b>July 2021</b>

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1. An individual desiring a certified position must provide the following documents to the Human Resources Department:
  - Electronic application through Knox County Schools’ applicant tracking system;
  - All college transcripts;
  - Photocopy of a valid Tennessee Teacher License (The applicant must have a valid Tennessee Teacher License prior to beginning employment.);
  - Copy of appropriate test scores; and
  - Three references (completed through the applicant tracking system).
  
2. An individual desiring a classified position must provide the following documents to the Human Resources Department:
  - Electronic application through Knox County Schools applicant tracking system;
  - All college transcripts, if applicable; and
  - Three references (completed through the applicant tracking system).
  
3. After completing an electronic application through the applicant tracking system, the applicant can apply for those positions for which applicant is qualified.
  
4. After interviewing all candidates, and documenting at least three interviews, the principal or supervisor will submit a recommendation to Human Resources.
  
5. The Human Resources Supervisor will approve or deny each request to hire.
  
6. After approved by the Human Resources Supervisor, an offer of employment will be extended by the Human Resources Generalist. The HR Generalist will make arrangements for the candidate to complete employment documentation. The documents that need to be completed for employment include, but are not limited to, the following:
  - W-4 Form
  - HR-122 Form – Service and Degree Form
  - I-9 Form – Employment Eligibility Verification Form (a driver’s license or birth certificate or passport and Social Security card are required to complete this form)
  - Medical and Dental Insurance Applications
  - ED-2034A Form - Application of Previous Experience Letter
  - Tennessee Consolidated Retirement Forms or Knox County Asset Accumulation Forms

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- Life Insurance Forms and Premium Conversation Forms
- Authorization Agreement for Automatic Deposit
- Medical/Physical Form (to be completed and returned within 30 days)
- Fingerprint and Criminal History Verification Record
- Drug Test in compliance with Drug-Free Workplace Policy (drug testing is time sensitive based on the date paperwork is issued to applicant)

7. Applicant is responsible for the cost of the medical exam, fingerprint and criminal history verification, and drug test.
8. All new employees are required to complete employee orientation.