

**JOHNSON COUNTY SCHOOLS EMPLOYMENT DATA SHEET**

Name of Employee \_\_\_\_\_

Social Security Number \_\_\_\_\_ Gender \_\_\_\_\_ Birthdate \_\_\_\_\_

Position (Include Grade Level & Funding) \_\_\_\_\_

Beginning Date \_\_\_\_\_

Employee Replaced \_\_\_\_\_

Check one:  Full-time  
 Part-time, give total hours per week \_\_\_\_\_

Additional Information Needed if Transfer:

Position Left

School \_\_\_\_\_

Grade Level \_\_\_\_\_

Date Left \_\_\_\_\_

APPROVAL: \_\_\_\_\_  
Director of Schools Date

**Please complete all of the following:**

- Transcript on file     Evidence of Diploma     Tennessee licensure (or proof of application)
- Notification of \$60 fee for background check     DCS Data Base Search
- Highly Qualified \_\_\_ AA/BS Degree \_\_\_ 45 Semester Hours \_\_\_ ParaPro (456 or >)
- Notification of \$45 testing fee (paraprofessionals)
- Review of References by Supervisor \_\_\_\_\_
- Review of sex offender registry & DCS background check by Personnel dept \_\_\_\_\_