

Occupational Program

Intent to Hire



CLEMMER COLLEGE of
EDUCATION *and*
HUMAN DEVELOPMENT
EAST TENNESSEE STATE UNIVERSITY

Student Last Name	First Name	Middle Name	Maiden Name
Street/P.O. Box	City	State	Zip Code
Cell Phone	ETSU Email Address	School District Email Address	

School System	Name of Director of Schools	
Contact Person/Principal	Contact Person Phone Number	Contact Person Email
Name of School	Address	School Phone Number
Mentor Teacher Name	Mentor Teacher Email	Mentor Subject and Grade Taught
Mentor Teacher License Number		

This Section For Official Use Only		
Student Has a Cleared Background Check ____ Yes ____ No Date Completed:	Background Check Included each of these areas: ____ TBI Criminal History ____ TBI Fingerprint Search ____ Tennessee Sexual Offender Search ____ FBI Fingerprint Search ____ FBI Name Based Search	Signature of Person who Verified Check:

This letter is evidence of intent to employ the above-named student as the teacher of record for the 20__ to 20__ school year. Date of Hire: _____ Subject(s): _____, Grade(s): _____, and Specific Endorsement(s) Sought (by type): _____.

Employee/Student Signature: _____ Date: _____

Director of Schools Signature: _____ Date: _____

ETSU Department Chair/Program Coordinator: _____ Date: _____

ETSU Educator Preparation Coordinator Signature: _____ Date: _____

ETSU Certification Coordinator Signature: _____ Date: _____