

# Job Embedded 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	Start Date
Contact Person/Principal	Contact Person Phone Number	Contact Person Email
Name of School	Address	School Phone Number
Mentor Teacher Name	Mentor Teacher License Number	Mentor Subject and Grade Taught
Mentor Teacher Email	Mentor Teacher Phone Number	

This Section For Official Use Only		
Student Has an ETSU Clear 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	Signature of Person who Verified Check:

Area for Licensure: \_\_\_ Elementary Education (K-5)    \_\_\_ Middle Grades 6-8    \_\_\_ School Counseling (PreK-12)  
 \_\_\_ SPED K-12    \_\_\_ Secondary (6-12)    \_\_\_ All Grades K-12

This letter is evidence of intent to employ the above-named student as the teacher of record for the 20\_\_ to 20\_\_ school year.

Job-Embedded Student will teach subject: \_\_\_\_\_ grade(s): \_\_\_\_\_.

Employee/Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Director of Schools Signature: \_\_\_\_\_ Date: \_\_\_\_\_

ETSU Dept. Chair/Program Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

ETSU Certification Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

ETSU Director of Field Experience & Residency: \_\_\_\_\_ Date: \_\_\_\_\_