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## BACKGROUND CHECKS

Pursuant to TCA 49-5-413 all applicants who are approved for employment with the Chester County Board of Education for classified positions will be required to undergo background checks by the TBI.

### Procedure

#### Classified Positions

Bus driver and/or monitor, cafeteria staff, custodian, maintenance, secretary, substitute teacher, and teacher assistant, etc.

1. Submit an application.
2. When a position becomes available, applications will be reviewed and interviews will be conducted.
3. If position is offered by the Chester County Board of Education, the employee will be scheduled for fingerprinting at one of the local area sites.
4. Cost of initial fingerprinting is the responsibility of the applicant.
5. Any employment by the Board will be subject to the results of the background check. Results will be reviewed on a case by case basis and a determination will be made by the superintendent if the record is acceptable for recommending employment.
6. Upon request, the applicant will be given a copy of the results of the background check.