

Van Buren County Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Application and Employment	Descriptor Code: 5.106	Issued Date: 06/17/99
		Rescinds:	Issued:

1 APPLICATION

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3 An individual desiring a position with the Board shall make application to the director of schools
4 on forms approved by the Board. ¹ In a continuing effort to further ensure the safety and welfare of
5 students and staff, the district shall require criminal history records checks and fingerprinting of ap-
6 plicants for teaching positions and any other employee who has proximity to children.

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8 Knowingly falsifying information shall be sufficient grounds for termination of employment and shall
9 also constitute a Class A misdemeanor which must be reported to the District Attorney General for
10 prosecution.

11
12 Any costs incurred by the Tennessee Bureau of Investigation in conducting such investigations of
13 applicants shall be paid by the applicant the first time such applicant applies for a position with the
14 Board. The Board (shall/ shall not) reimburse the applicant if the applicant accepts a position as a
15 teacher. Substitute teachers, school maintenance employees, food service and transportation employ-
16 ees (shall/ shall not) be reimbursed for criminal history checks and fingerprinting.²

17
18 The Board assigns to the director of schools the duty to conduct thorough background checks and to
19 advise all applicants that all hiring decisions are contingent upon satisfactory background check results.

20
21 Professional Employees

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23 The application must include a transcript of credits earned at the colleges or universities attended
24 along with reference information from persons such as previous employers, college professors and
25 supervisors of student teachers. Other information shall include whether such applicant has been
26 dismissed for cause from a school system. If previously employed by a local board of education, the
27 applicant shall provide evidence of acceptable resignation. ¹

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29 No person shall be employed:

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31 1. Who does not hold a valid license to teach from the State Board of Education; ³
32 2. Who does not present a physician's certificate showing a satisfactory health record or has
33 any contagious or communicable disease in such form that might endanger the health
34 of school children; ⁴
35 3. Who refuses to take and subscribe to an oath to support the Constitution of the State of
36 Tennessee and of the United States of America;⁵
37 4. Who fails to make a full disclosure of any prior criminal record and any prior dismissals
38 from employment for cause;¹ or
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1 Support Employees

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3 No person shall be employed:

- 4
- 5 1. Who has any contagious or communicable disease in such form that might endanger the
- 6 health
- 7 of the children; ⁴
- 8 2. Who is has not complied with the Immigration Reform and Control Act of 1986;⁶ or
- 9 3. Who fails to make a full disclosure of any prior criminal record and any prior dismissals
- 10 from employment for cause; or
- 11 4. Who does not receive a satisfactory background check.¹
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13 EMPLOYMENT

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15 Professional Employees

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17 After checking references and receiving written recommendations, the director of schools shall hire
18 and assign qualified applicants. ⁷

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20 Initial Employment

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22 Upon initial employment, the director of schools shall notify such person, in writing, of the offer and
23 conditions of employment. Upon receipt of employment notification, such person shall have four-
24 teen (14) days to accept or reject, in writing, the offered employment. From the date of the written
25 acceptance, such person is considered to be under employment with the Board and is subject to all
26 rights, privileges and duties. ¹

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28 Support Employees

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30 After checking references and receiving written recommendations from principals and/or supervi-
31 sors, the director of schools shall hire and assign qualified applicants. The contract of each support
32 employee shall contain a statement regarding the required ninety (90) day probationary period.

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40 Legal Reference:

- 41 1. TCA 49-5-406
- 42 2. TCA 49-5-406(a); TCA 49-5-413(b)
- 43 3. TCA 49-5-403; TCA 49-5-101
- 44 4. TCA 49-5-404; TRR/MS 0520-1-3-.08(2)(f)
- 45 5. TCA 49-5-405
- 46 6. Immigration Reform and Control Act of 1986
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- 48

40 Cross References:

- Orientation and Probation 5.107
- Compensation Guides and Contracts 5.110