

Giles County Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Application and Employment	Descriptor Code: 5.106	Issued Date: 05/08/08
		Rescinds: 2.26	Issued: 12/14/00

1 **APPLICATION**

2
3 An individual desiring a position with the Board shall make written application to the director of schools
4 on approved forms.¹ In a continuing effort to further ensure the safety and welfare of students and staff,
5 the district shall require criminal history records checks and fingerprinting of applicants for teaching
6 positions and any other employee who has proximity to children.

7
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 ap-
13 plicants shall be paid by the Board.

14
15 The Board assigns to the director of schools the duty to conduct thorough background checks and to ad-
16 vise all applicants that all hiring decisions are contingent upon satisfactory background check results.

17
18 *Professional Employees*

19
20 The application must include a transcript of credits earned at the colleges or universities attended along
21 with reference information from persons such as previous employers, college professors and supervisors
22 of student teachers. Other information shall include whether such applicant has been dismissed for cause
23 from a school system. If previously employed by a local board of education, the applicant shall provide
24 evidence of acceptable resignation.¹

25
26 No person shall be employed:

- 27
28 1. Who does not hold a valid license to teach from the State Board of Education;³
29 2. Who does not present a physician's certificate showing a satisfactory health record or has any
30 contagious or communicable disease in such form that might endanger the health of school
31 children;⁴
32 3. Who refuses to take and subscribe to an oath to support the Constitution of the State of Ten-
33 nessee and of the United States of America;⁵
34 4. Who fails to make a full disclosure of any prior criminal record and any prior dismissals from
35 employment for cause;¹ or
36 5. Who does not receive a satisfactory background check.¹
- 37
38
39
40

1 *Support Employees*

2

3 No person shall be employed:

4

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

11

12 **EMPLOYMENT**

13

14 *Professional Employees*

15

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

18

19 *Support Employees*

20

21 After checking references and receiving written recommendations from principals and/or supervisors, the
22 director of schools shall hire and assign qualified applicants. Each support employee shall have a ninety
23 (90) day probationary period.

24

25

26

27

28

29

30

31 _____
Legal Reference:

32

- 33 1. TCA 49-5-406
- 34 2. TCA 49-5- 406 (a); TCA 49-5-413(b)
- 35 3. TCA 49-5-403; TCA 49-5-101
- 36 4. TCA 49-5-404;TRR/MS 0520-1-3-.08(2)(f)
- 37 5. TCA 49-5-405
- 38 6. Immigration Reform and Control Act of 1986
- 39 7. TCA 49-2-301(b)(1))(J)(L)(EE); TCA 49-2-303 (b)(3)

40

41

42

43

44

45

46

47

48

49

50

51

52

53

Cross References:

- Orientation and Probation 5.107
- Compensation Guides & Contracts 5.110