

Hamblen County Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Application and Employment	Descriptor Code: 5.106	Issued Date: 04/25/13
		Rescinds: GBD, GC	Issued: Unknown

1 APPLICATION

2
3 An individual desiring a position with the Board shall make application to the director of schools on
4 forms approved by the Board. ¹ In a continuing effort to further ensure the safety and welfare of students
5 and staff, the district shall require criminal history records checks and fingerprinting of applicants for
6 teaching 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 applicant the first time said applicant applies for a position with 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 *Professional Employees*

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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 supervi-
22 sors of student teachers. Other information shall include whether such applicant has been dismissed for
23 cause from a school system. If previously employed by a local board of education, the applicant shall
24 provide 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
30 2. Who does not present a physician's certificate showing a satisfactory health record or has
31 any contagious or communicable disease in such form that might endanger the health
32 of school children; ⁴
- 33
34 3. Who refuses to take and subscribe to an oath to support the Constitution of the State of
35 Tennessee and of the United States of America;⁵
- 36
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
- 39
40 5. Who does not receive a satisfactory background check.¹
- 41

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 health
- 6 of the children; ⁴
- 7
- 8 2. Who has not complied with the Immigration Reform and Control Act of 1986;⁶ or
- 9
- 10 3. Who fails to make a full disclosure of any prior criminal record and any prior dismissals from
- 11 employment for cause; or
- 12
- 13 4. Who does not receive a satisfactory background check.¹
- 14

15 **EMPLOYMENT**

16
17 *Professional Employees*

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

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22 *Initial Employment*

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

28
29 *Support Employees*

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31 After checking references and receiving written recommendations from principals and/or supervisors, the
32 director of schools shall hire and assign qualified applicants. The contract of each support employee shall
33 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
- 47 7. TCA 49-2-301(b)(1))(J)(L)(EE); TCA 49-2-303 (b)(3)
- 48

- Cross References:
- Orientation and Probation 5.107
- Compensation Guides & Contracts 5.110