

Franklin Special Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Application and Employment	Descriptor Code: 5.106	Issued Date: 03/13/17
		Rescinds: 5.106	Issued: 10/19/15

1 **APPLICATION**

2 An individual desiring a position with the Board shall make application to the director of schools on
3 forms developed by his/her office. To ensure the safety and welfare of students and staff, the district
4 shall require criminal history background checks, fingerprinting and pre-employment drug screening of
5 applicants for teaching positions and any other positions that require proximity to children.¹

6 Knowingly falsifying information shall be sufficient grounds for termination of employment and shall
7 also constitute a Class A misdemeanor which must be reported to the District Attorney General for
8 prosecution.²

9 Any costs incurred to perform these background checks and fingerprinting shall be paid by the applicant.
10 The Board may reimburse the applicant if the position is offered and accepted.³

11 *Professional Employees*

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

17 No person shall be employed:

- 18 1. Who does not hold a valid license to teach from the State Board of Education;⁴
- 19
- 20 2. Who does not present a physician's certificate showing a satisfactory health record or has any
21 contagious or communicable disease in such form that might endanger the health of school
22 children;⁵
- 23
- 24 3. Who refuses to take and subscribe to an oath to support the Constitution of the State of Tennessee
25 and of the United States of America;⁶
- 26
- 27 4. Who fails to make a full disclosure of any prior criminal record and any prior dismissals from
28 employment for cause;
- 29
- 30 5. Who does not receive a satisfactory background check; or
- 31
- 32 6. Who does not pass a pre-employment drug screening.

1 *Support Employees*

2 No person shall be employed:

- 3 1. Who has any contagious or communicable disease in such form that might endanger the health
4 of the children;⁵
5
6 2. Who has not complied with the Immigration Reform and Control Act of 1986;⁷
7
8 3. Who fails to make a full disclosure of any prior criminal record and any prior dismissals from
9 employment for cause;
10
11 4. Who does not receive a satisfactory background check; or
12
13 5. Who does not pass a pre-employment drug screening.

14 **EMPLOYMENT**

15 *Professional Employees*

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

18 *Initial Employment*

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

24 *Support Employees*

25 After checking references and receiving written recommendations from principals and/or supervisors,
26 the director of schools shall hire and assign qualified applicants. The contract of each support employee
27 shall contain a statement regarding the required ninety (90) day probationary period.

Legal References

1. TCA 49-5-406 (a)(1)
2. TCA 49-5- 406 (a)(2)(A)
3. TCA 49-5-413(c)
4. TCA 49-5-403; TCA 49-5-101
5. TCA 49-5-404;TRR/MS 0520-01-03-.08(2)(f)
6. TCA 49-5-405
7. Immigration Reform and Control Act of 1986; Pub.
L. No. 99-603, 100 Stat. 3359

Cross References

Orientation and Probation 5.107
Compensation Guides & Contracts 5.110