

Hardeman County Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Application and Employment	Descriptor Code: 5.106	Issued Date: 02/17/11
		Rescinds: 5.106	Issued: 09/21/00

1 APPLICATION

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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 employees and
6 others having direct, unsupervised contact with students.

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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.

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12 Any costs incurred by the Tennessee Bureau of Investigation in conducting such investigations of ap-
13 plicants shall be paid by the Board requesting such investigation and information; however, the Board
14 may require an applicant to pay such costs if the applicant is offered and accepts a position as a teacher
15 or any other position requiring direct, unsupervised contact with students. ²

16 *Professional Employees*

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

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25 No person shall be employed:

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

No person shall be employed:

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

EMPLOYMENT

Professional Employees

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

Initial Employment

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

Support Employees

After checking references and receiving written recommendations from principals and/or supervisors, the director of schools shall hire and assign qualified applicants; contingent upon satisfactory completion of a ninety (90) day probationary period and a satisfactory criminal background check by the Tennessee Bureau of Investigation.

All applications will remain on file for one (1) year.

Legal Reference:

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