

Wilson County Board of Education

Policy Description:

Application and Employment

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Policy Number:

5.106

Amended Date:

04/07/08

Rescinds: Exhibit
B/Classified P.5/200P 15

Issued:

08/21/97

1 **APPLICATION**

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3 An individual desiring a position with the Board shall make application to the Director of Schools on forms
4 approved by the Board.¹ In a continuing effort to ensure the safety and welfare of students and staff, the district
5 shall, in accordance with Tennessee State Law, require criminal history record checks, a favorable report from
6 DCS, and fingerprinting of applicants for teaching positions and any other employee who has proximity to
7 children.

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

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12 Information furnished to the school system as a result of positive fingerprint/background identification will be
13 maintained as strictly confidential and will be provided adequate security and privacy. Information will not be
14 used for any purpose except as provided by law and dissemination will be limited to those persons directly
15 engaged in the management and hiring processes of the school system.

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

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20 **PROFESSIONAL EMPLOYEES**

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22 The application must include a copy of required licensure or verification of eligibility for a teaching license along
23 with the endorsement required for the position, and information on highly qualified status for which the
24 application is made. Other information shall include whether such applicant has been dismissed for cause from
25 a school system. If previously employed by a local board of education, the applicant shall provide evidence of
26 acceptable resignation.²

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¹ TCA 49-5-406

² TCA 49-5-406

1 No person shall be employed:

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- 3 1. Who is not eligible for a valid license to teach from the State Board of Education;¹
- 4 2. Who does not present a physician's certificate showing a satisfactory health record or who has any
- 5 contagious or communicable disease in such form that might endanger the health of school children;²
- 6 3. Who refuses to take and subscribe to an oath to support the Constitution of the State of Tennessee and
- 7 of the United States of America;³
- 8 4. Who fails to make a full disclosure of any prior criminal record and any prior dismissals from
- 9 employment for cause;
- 10 5. Who does not receive a satisfactory background check¹; or
- 11 6. Who receives a negative drug screen.
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13 **SUPPORT EMPLOYEES**

14 No person shall be employed:

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- 17 1. Who has any contagious or communicable disease in such form that might endanger the health of the
- 18 children;³
- 19 2. Who has not complied with the Immigration Reform and Control Act of 1986;⁴
- 20 3. Who fails to make a full disclosure of any prior criminal record and any prior dismissals from
- 21 employment for cause;
- 22 4. Who does not receive a satisfactory background check⁵; or
- 23 5. Who receives a negative drug screen.
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25 **EMPLOYMENT**

26 **PROFESSIONAL EMPLOYEES**

27 After checking references and receiving written recommendations, the Director of Schools shall hire and assign

28 qualified applicants.⁶

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¹ TCA 49-5-403; TCA 49-5-101

² TCA 49-5-404; TRR/MS 0520-1-3-.08(2)(f)

³ TCA 49-5-405

⁴ Immigration Reform and Control Act of 1986

⁵ TCA 49-5-403; TCA 49-5-101

⁶ TCA 49-2-301(f)(1)(EE)(J)(L); TCA 49-2-303(a)(3)

1 **INITIAL EMPLOYMENT**

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

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8 **SUPPORT EMPLOYEES**

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10 After references checked and recommendations are received from principals and/or supervisors, the Director of
11 Schools shall hire and assign qualified applicants.

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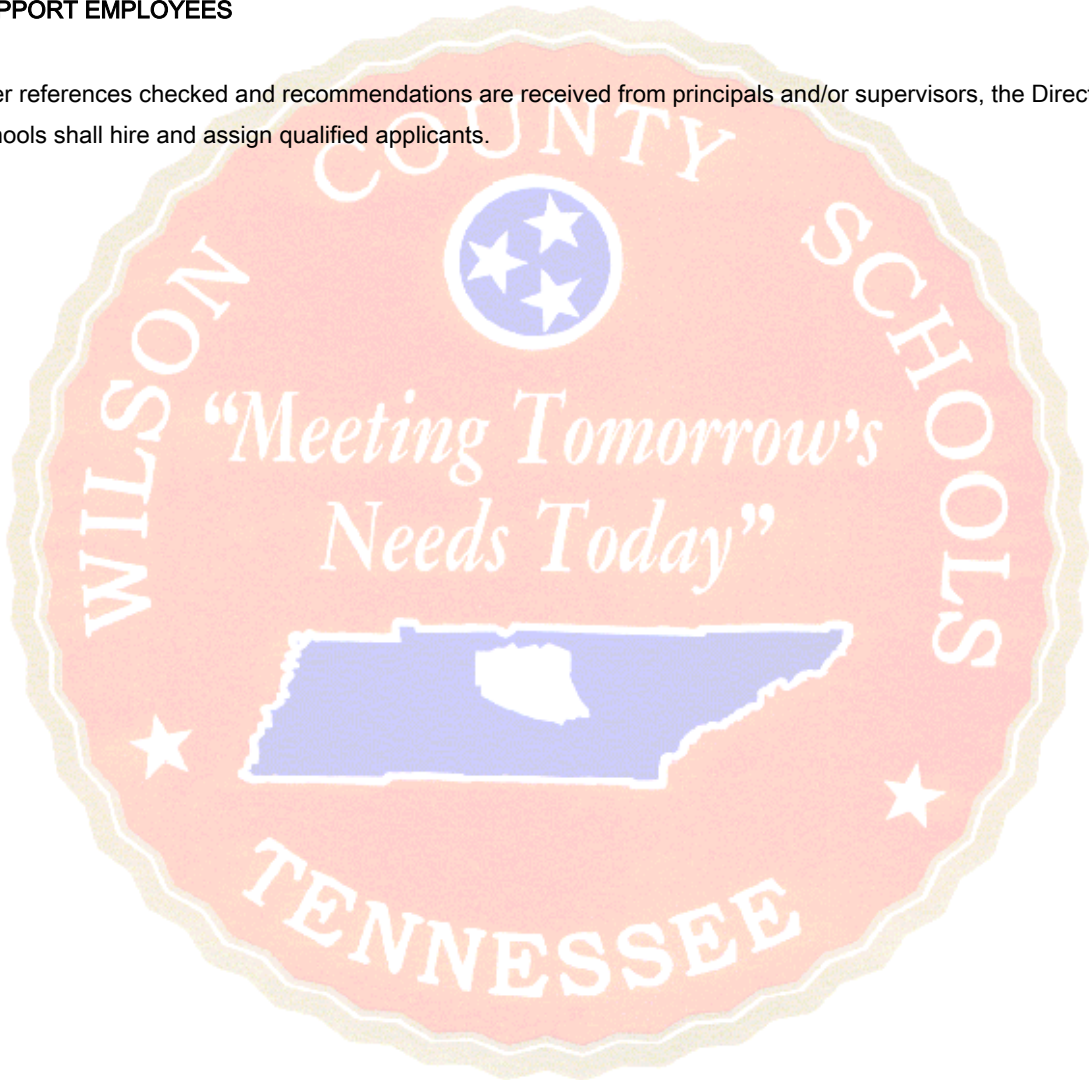
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¹ TCA 49-5-406