

Williamson County Board of Education

**Adopted Date:**

10/15/01

Rev. 5/18/09; Editorial
6/18/14

5.1062

APPLICATION AND RECOMMENDATION

1 All certificated personnel new to the system shall be qualified as set out by the laws of the State of
2 Tennessee and the State Board of Education's Rules, Regulations, and Minimum Standards at the time of
3 employment. All such personnel shall submit to the Superintendent their teaching and/or administrator
4 licenses.

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6 Any individual desiring a position with the Board shall make application to the Superintendent on forms
7 approved by the Board.

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9 To be completed, the application must include a transcript of credits earned at the colleges or universities
10 attended along with the reference information from persons such as previous employers, college professors
11 and supervisors of student teachers. Other information shall include whether such applicant has been
12 dismissed for cause from or nonrenewed by a school system. If previously employed by any school system,
13 the applicant shall provide evidence of acceptable resignation.

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15 No person shall be employed:

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- 17 1. Who does not hold a valid license from the State Board of Education, if required for the position in
18 which the employee will be employed;
- 19 2. Who is not a citizen of the United States of America, unless he or she provides proper documentation
20 to work in this country;
- 21 3. Who advocates the overthrow of the American form of government or who is a member of a political
22 party which advocates the overthrow of the American form of government;
- 23 4. Who refuses to take and subscribe to an oath to support the Constitution of the State of Tennessee
24 and of the United States of America;
- 25 5. Who fails to make a full disclosure of any prior criminal record and any prior dismissal from
26 employment for cause; or
- 27 6. Who has not submitted to a TBI/FBI background check.

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29 After checking references and receiving recommendations, the Superintendent shall hire and assign qualified
30 applicants.

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32 INITIAL EMPLOYMENT

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

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39 Legal References:

40 TCA 49-5-406
41 TCA 49-5-403
42 TCA 49-5-101
43 TCA 49-5-404
44 TCA 49-5-202
45 TCA 49-5-405
46 TCA 49-2-301(F)(12)
47 TCA 49-5-101
48 TCA 49-6-404
49 TRR/MS 0520-1-3-.08(2)(f)

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Cross Reference:

5.1061 Criminal Background Checks