

MURFREESBORO CITY SCHOOL BOARD POLICY

Descriptor Term: APPLICATION AND EMPLOYMENT	Descriptor No: PER 14	Date Adopted: 4/79
	Reviewed/Revision Adopted: 11/94; 11/99; 8/01; 10/10	

1 An individual desiring a position with the school system shall make application to the
2 Director of Schools on forms approved and developed by the system. In a continuing effort
3 to further ensure the safety and welfare of students and staff, Murfreesboro City Schools shall
4 require criminal history records checks and fingerprinting of applicants for teaching positions
5 and any other employee who has proximity to children.

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

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11 The cost incurred by the Tennessee Bureau of Investigation in conducting investigations of
12 applicants, including criminal history checks and fingerprinting of teachers, substitute
13 teachers, school maintenance, food service and transportation applicants shall be paid by the
14 Board if the applicant accepts a position with the Murfreesboro City School System.

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

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21 Licensed Employees

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23 The application must include a transcript of credits earned at the college or universities
24 attended along with reference information from persons such as previous employers, college
25 professors and supervisors of student teachers. Other information shall include whether such
26 applicant has been dismissed for cause from a school system. If previously employed by a
27 local board of education and left employment at another school system before the applicant's
28 contract ended, the applicant shall provide evidence of acceptable resignation.

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30 No person shall be employed:

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32 1. Who does not hold a valid license to teach from the Tennessee State Department of
33 Education;
34 2. Who does not present a physician's certificate showing a satisfactory health record;

- 36 3. Who has any contagious or communicable disease in such form that might endanger
37 the health of school children;
38 4. Who refuses to take and subscribe to an oath to support the Constitution of the State
39 of Tennessee and of the United States of America;
40 5. Who fails to make a full disclosure of any prior criminal record and any prior
41 dismissals from employment for cause; or
42 6. Who does not receive a satisfactory background check;
43 7. Who has not complied with the Immigration Reform and Control Act of 1986
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46 Support Employees

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48 No person shall be employed:

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50 1. Who has any contagious or communicable disease in such form that might endanger
51 the health of the children;
52 2. Who has not complied with the Immigration Reform and Control Act of 1986; or
53 3. Who fails to make a full disclosure of any prior criminal record and any prior
54 dismissals from employment for cause; or
55 4. Who does not receive a satisfactory background check.
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58 **EMPLOYMENT**

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61 Professional Employees

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63 After all appropriate screening procedures are followed including checking references and
64 receiving written recommendations, the Director of Schools shall hire and assign qualified
65 applicants.
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68 Initial Employment

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70 Upon initial employment, the Director of Schools shall notify such person, in writing, of the
71 offer and conditions of employment. Upon receipt of employment notification, such person
72 shall have fourteen (14) days to accept or reject, in writing, the offered employment. From
73 the date of the written acceptance, such person is considered to be under employment with
74 the Board and is subject to all rights, privileges and duties.
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77 Support Employees

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79 After all appropriate screening procedures are followed including checking references and
80 receiving written recommendations from principals and/or supervisors, the Director of
81 Schools shall hire and assign qualified applicants.
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Legal References:

84
85 T.C.A. 49-5-406

86 T.C.A. 49-5-413(b)

87 T.C.A. 49-5-403
88 T.C.A. 49-5-101
89 T.C.A. 49-5-404
90 TRR/MS 0520-1-3-.08(2)(f)
91 T.C.A. 49-5-202
92 T.C.A. 49-5-405
93 Immigration Reform and Control Act of 1986
94 T.C.A. 49-2-301(f)(12)(31)
95 T.C.A. 49-2-303(a)(3)