

Bartlett City Board of Education		5003
Descriptor Term: APPLICATION AND EMPLOYMENT	Descriptor Code: Personnel	Issue Date: 02/27/2014
	Rescinds:	Revised: 09/25/2014;11/19/2015; 10/25/2018;06/26/2025 07/23/2026

1 Bartlett City Schools is an equal opportunity employer. Bartlett City Schools does not discriminate
2 in employment, recruitment, or advancement practices, and all qualified applicants will receive
3 consideration without regard to race, color, national origin, religion, sex, age, disability, genetics,
4 or veteran status in compliance with state and federal law.¹

5 **Application**

6 An individual desiring a position with the Board shall make application to the Superintendent on
7 forms developed by BCS. The BCS Department of Human Resources shall require that each
8 applicant, prior to performing any work or service on behalf of BCS and at least every five (5)
9 years thereafter, shall submit to a fingerprint sample and pass a criminal history background
10 check conducted by the TBI and FBI, receive a satisfactory TBI/FBI background check, and agree
11 to enroll in the RAP Back Program, if certificated or applying for a position requiring proximity to
12 children.² This requirement further extends to all applicants for athletic coaching positions and
13 volunteers whose activities are of the type and/or frequency that give rise to individual proximity
14 to children.³ Hiring decisions are contingent upon satisfactory results of such checks.

15 Knowingly, falsifying information shall be sufficient grounds for termination of employment and
16 shall also constitute a Class A misdemeanor which must be reported for prosecution.⁴

17 Any costs incurred to perform the TBI/FBI background check shall be paid by the applicant upon
18 hiring.⁵ The cost for enrollment in the RAP Back Program shall be paid by BCS.⁶ After
19 employment, any costs incurred to perform criminal history background checks and fingerprinting
20 shall be paid by BCS.

21 Certified Employees

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

27 Teacher applicants who are employed by another school district at the time of application to
28 BCS must provide a written resignation to the school district at which they are presently
29 employed at least thirty (30) days prior to the beginning date of employment with BCS; provided

¹ U.S. Constitution, Amendment XIV; Title VI, Civil Rights Act of 1964; Title VII, Civil Rights Act of 1964; Title IX, Education Amendments of 1972; Age Discrimination Act of 1967; Section 504 of Rehabilitation Act of 1973; 42 U.S.C. §12101-12213.

² T.C.A. §49-5-406(a); T.C.A. §49-5-413(a)

³ T.C.A. §49-5-413(g)

⁴ T.C.A. §49-5-406(a)(2)(A)

⁵ T.C.A. §49-5-413(c)

⁶ T.C.A. §49-5-413

that if BCS receives notice from the applicant's previous employer that the thirty (30) day notice is being waived, BCS will consider the application.

No person shall be employed:

1. Who does not hold a valid license or permit to teach from the State Board of Education⁷;
2. Who does not present a physician's certificate showing a satisfactory health record or has any contagious or communicable disease in such form that might endanger the health of school children;⁸
3. Who has been identified by the Department of Children's Services, or on a similar registry in another jurisdiction, as a perpetrator of child abuse, severe child abuse, child sexual abuse, or child neglect who poses an immediate threat to the health, safety, or welfare of children;⁹
4. Who is listed on the state's abuse of vulnerable persons registry maintained by the Department of Health, or on a similar registry in another jurisdiction;¹⁰
5. Who refuses to take and subscribe to an oath to support the Constitution of the State of Tennessee and of the United States of America;¹¹
6. Who has not had their information verified using E-Verify;¹²
7. Who fails to make a full and accurate disclosure of any prior criminal record or any prior dismissals from employment for cause, or who resigned prior employment in lieu of being terminated;
8. Who does not receive a satisfactory TBI/FBI background check and agree to enroll in the RAP Back Program; or

Classified Employees

No person shall be employed:

1. Who has any contagious or communicable disease in such form that might endanger the health of school children;
2. Who has been identified by the Department of Children's Services, or on a similar registry in another jurisdiction, as a perpetrator of child abuse, severe child abuse, child sexual abuse, or child neglect who poses an immediate threat to the health, safety, or welfare of children;
3. Who is listed on the state's abuse of vulnerable persons registry maintained by the Department of Health;
4. Who has had their information verified using E-Verify;¹³
5. Who fails to make a full and accurate disclosure of any prior criminal record or any prior dismissals from employment for cause, or who resigned prior employment in lieu of being terminated; or
6. Who does not receive a satisfactory TBI/FBI background check.

Pre-Employment Physicals

After an offer of employment has been made to an applicant and prior to the commencement of employment duties, each employee shall present a Physician's Certificate showing a satisfactory health record.

⁷ T.C.A. §49-5-403; T.C.A. §49-5-101

⁸ T.C.A. §49-5-404; TRR/MS 0520-1-3-.08(2)(f)

⁹ T.C.A. 49-5-413

¹⁰ T.C.A. 49-5-413

¹¹ T.C.A. §49-5-405

¹² Immigration Reform and Control Act of 1986; Public Acts of 2026, Chapter No. 772

¹³ Immigration Reform and Control Act of 1986; Public Acts of 2026, Chapter No. 772

1 **Employment**

2 The Department of Human Resources shall check references of all applicants. After checking
3 references and receiving written recommendations, the Superintendent or designee shall hire and
4 assign qualified applicants.

5 Initial Employment

6 Upon initial employment, the Superintendent shall notify such person, in writing, of the offer and
7 conditions of employment. Upon receipt of employment notification, such person shall accept or
8 reject, in writing, the offered employment within the timeline established by state law.¹⁴

9 Certified Employees

10 After checking references and receiving written recommendations, the Superintendent shall hire
11 and assign qualified applicants.¹⁵

12 Classified Employees

13 After checking references and receiving written recommendations from principals and/or
14 supervisors, the Superintendent shall hire and assign qualified applicants. Each support
15 employee shall be advised of the required probationary period.

16 Self-Reporting While Employed

17 All BCS employees, including part-time, temporary, contracted, and substitute personnel, are
18 required to report arrests and/or criminal convictions that occur after initial employment to the
19 Superintendent or his/her designee within forty-eight (48) hours of the arrest and/or conviction.
20 Employees must also notify the Superintendent or his/her designee immediately if the Department
21 of Children's Services (DCS) has indicated them as a perpetrator of child abuse. This requirement
22 further extends to all approved BCS volunteers.

23 RAP Back Program¹⁶

24 Enrollment in the RAP Back Program is a condition of employment for all certified BCS
25 employees. BCS employees employed prior to September 1, 2024 shall enroll in the RAP Back
26 Program upon reaching their five (5) year recertification period. By enrolling in the RAP Back
27 Program, BCS is notified of each employee's criminal and arrest record on an ongoing basis. If,
28 during the course of employment, BCS is notified of an employee's unsatisfactory criminal history,
29 then the employee shall be terminated.

30 Prohibition Against Assisting School Employees, Contractors, or Agents in Obtaining 31 Employment¹⁷

32 Except as provided below, other than the routine transmission of administrative and personnel
33 files, BCS employees are prohibited from assisting a school employee, contractor, or agent in
34 obtaining a new job if the employee knows, or has probable cause to believe, that the person
35 seeking a job change engaged in sexual misconduct regarding a minor or student.

36 This prohibition shall not apply if:

- 37 1. The information giving rise to probable cause to believe sexual misconduct has occurred
38 has been reported to the appropriate law enforcement agency; and
- 39 2. The matter has been officially closed in one (1) of the following ways:

¹⁴ T.C.A. §49-5-406(b)

¹⁵ T.C.A. §49-2-301(b)(1)(J)(L)(EE); T.C.A. §49-2-303(b)(3)

¹⁶ T.C.A. §49-5-413

¹⁷ 20 U.S.C. §7926; T.C.A. §49-2-131

- 1 A. The prosecutor or police have investigated the allegations and notified school officials
- 2 that there is insufficient information to establish probable cause; or
- 3 B. The employee, contractor, or agent has been charged and either acquitted or
- 4 exonerated; or
- 5 C. The case remains open and there have been no charges or indictment filed within four
- 6 (4) years of the date the information was reported to the law enforcement agency.
- 7 This policy applies to all BCS employees as a condition of initial and continued employment.