

NOTE: Please read carefully and underline (have) (have not) and sign on back.

**NOTICE TO ALL APPLICANTS FOR PROFESSIONAL EMPLOYMENT
IN THE ALCOA CITY SCHOOLS**

Section 49-5-406 of the Tennessee Code Annotated requires that all applications for professional employment in local systems be in writing and that the certifications on this page be made.

I recognize that if I am employed, the Director of Schools of Alcoa City Schools will assign or reassign me to a specific position, as the need requires.

I hereby certify that I (*have*) (*have not*) been convicted of a misdemeanor or a felony in any state of the United States. (If “have” is indicated, explain fully the details of each such conviction on a separate sheet of paper.)

I further certify that I (*have*) (*have not*) been dismissed from any previous employment for improper or unprofessional conduct, inefficient service, neglect of duty, incompetence, or insubordination as the same are defined in Section 49-2-203 or 49-5-511 of the Tennessee Code. (If “have” is indicated, explain fully the details of each such dismissal on a separate sheet of paper. The employer’s non-renewal of a yearly contract need not be indicated unless the non-renewal was for cause as listed above.)

If my most recent employer was another Tennessee Public School System and if my termination was voluntary, I hereby certify that my resignation was or will be submitted at least thirty (30) days prior to the beginning date stated hereon; or, if within thirty (30) days, that the previous board has waived its right to such notice. A copy of my letter of resignation or of the said Board action is attached or will be provided.

I understand that misrepresentation of any of these certifications may subject me to the penalties prescribed in the Section 49-5-406 or 49-5-413 of the Tennessee Code.

- (a) In addition to the requirements of 49-5-406, a local Board of Education **SHALL** require all persons applying for a position as a teacher and all persons applying for any other position requiring proximity to school children to:
- (1) Agree to the release of all investigative records to the Board for examination for the purpose of verifying the accuracy of criminal violation information as required by 49-5-406(a)(1)(A); and
 - (2) Supply a fingerprint sample and submit to a criminal history records check to be conducted by the Tennessee Bureau of Investigation.

(b) Any reasonable costs incurred by the Tennessee Bureau of Investigation in conducting such investigations of applicants shall be paid by the applicant the first time such applicant applies for a position with a local Board of Education. The applicant shall be provided a copy of all criminal history records check documentation provided to the local Board of Education to which the applicant first applies. In lieu of additional criminal history records checks for subsequent applicants, the applicant may submit copies of the applicant's initial criminal history records check documentation and shall not be required to pay any additional costs. Any local Board of Education may reimburse the applicant for the costs of the investigation if the applicant accepts a position as a teacher or any other position requiring proximity to school children.

Any local board of Education may establish a policy authorizing payments for investigations of applicants who provide school maintenance, clean up, food service, and other such functions other than administrative or teaching functions or duties. A local Board of Education may pay for an investigation of such applicant regardless of whether the applicant accepts an offer for employment with such Board of Education.

Date

Signature

Effective January 1, 2000

Legal References: Tenn. Code Ann. 49-5-406

Tenn. Code Ann. 49-5-41