

PROCEDURES

Knox County Schools Procedures for Background Screening and Drug Testing

All forms (excluding on-line registration) may be filled out in the Office of School-Based Experiences, A329 Claxton Complex

1. **Mandatory Drug Test**

- Please read and sign “Authorization for Release of Information and Liability” Form. Canary copy must be presented to Mobile Diagnostics.
- Test must be completed within **48 hours** from the time stamped on the Authorization for Release of Information and Liability Form.
- Cost \$30.00: Mobile Diagnostic, Inc. will only accept cash, credit or debit card.
- Mobile Diagnostics is located at 4605 Papermill Road in the Melrose Plaza. See map of location available in the Office of School-Based Experiences.
- Please return drug testing receipt (copy #3) to the Office of School-Based Experiences.
- Due to time issues, forms may be picked up in the Office of School-Based Experiences only Monday through Thursday.

2. **Mandatory Fingerprinting Session**

- Please complete TBI Applicant Schedule Data Sheet and return to the Office of School-Based Experiences.
- Cost: \$56.00 only form of payment accepted is a money order.
- If you want to apply on-line, go to <http://www.tennessee.cogentid.com> and follow directions for registration. When registering on-line, you may pay by credit or debit.
- Please allow 2 business days from the time you submit paperwork or register on-line for your personal information to be entered into the system before going to be fingerprinted.
- Please make sure your Social Security Number is entered correctly. If entered incorrectly, you will be turned away and will have to re-register. When registering on-line under the Employer Information section, please use:

Knox County Schools
Human Resources Department
P.O. Box 2188
Knoxville, TN 37901
Attention: Pam Blackburn
865-594-1913

- Do not enter anything in section labeled “Hire Date”.
- Knox Central Building is located at 1000 North Central Avenue. See map of location available in the Office of School-Based Experiences.

3. Security Background Check Sheet

- Complete first six lines only.
- Return the form to Office of School-Based Experiences.

ADDITIONAL INFORMATION

1. By Knox County School Board policy you cannot assume responsibilities for the internship without being cleared for the background check and the drug screen.
2. The clearance, once obtained, is valid for one year from the date of the letter from TBI indicating the results of the background check.
3. Once you read and understand the procedures for these screens follow through and get them accomplished as soon as you can. Sometimes there is a backlog of applicants to be screened and the results can be delayed for several days. The results then have to be read by Human Resources personnel to establish clearance.
4. Please note especially the time restriction on the drug screen. When you pick up the form in our School-Based Experiences Office it will be date and time stamped.
You have 48 hours to complete the drug screen. If you don't complete the procedure within the 48 hours you can be ineligible to reapply for a period of ONE YEAR.
5. Be certain you enter your correct Social Security Number. You will have to start the registration process all over if it is incorrect.
6. If you have been a Knox County employee in any capacity (e.g., substitute teacher or transportation employee) and you had background clearance it may still be in force. Call Tina Brannon at 974-5203 and describe your circumstance. Tina will compile a list and ask Knox County Human Resources Office to determine if you are still cleared.

QUESTIONS

If you have questions please email or call any of the following:

Dr. Lynn Cagle- 974-6638 lcagle@utk.edu

Diane Booker (Dr. Cagle's Assistant)-974-6638 dbooker@utk.edu

Tina Brannon (School-Based Experiences Office) 974-5203 tbranno1@utk.edu