

Job Applicant Frequently Asked Questions

- 1. I am only interested in working at one particular work site or school location, for personal reasons. If I apply for a specific location, is that work location guaranteed?** The job vacancy location listed is not guaranteed and subject to assignment in the best interest of the overall school system as determined by the Superintendent and Board of Education.
- 2. I am currently an Appaling County Board of Education employee. Am I required to complete an online application? Internal Applicants (district personnel) choosing to apply for open positions should submit a resume and cover letter to the principal of the school with the vacancy and are not required to submit an application online.** District personnel choosing to apply for principal or district level administrative positions must submit a resume and cover letter to the Human Resources Department of the Board of Education. District personnel who are employed at 49% and choose to apply for open positions are not considered a lateral transfer and must submit a resume and cover letter as defined in the previous statements in this section. **District personnel choosing to apply for an open position must express an interest to the hiring principal within the timeframe that the position is advertised.**
- 3. How long are your positions posted or advertised?** The “date posted” is the date from which positions are normally advertised. Positions will be posted for no less than 10 days, except where emergencies or extenuating circumstances may cause the Superintendent to recommend filling a vacancy earlier.
- 4. I applied for a position, how long does the process take?** Typically, the process for application, screening, interview and hiring normally takes approximately 2-4 weeks.
- 5. I submitted my application through the online system, should I contact someone to verify that it was received? Should I call the district or school to determine if I have an interview?** No, a phone call is not required or necessary on your part. As an applicant, if your qualifications meet our hiring needs, we will contact you for further information and a possible interview.
- 6. Do I need to provide references? Yes, a minimum of three favorable references will be required before an employment offer can be extended.** It is recommended that you provide an email address for each reference, when possible. A system generated online reference form will be provided for references with email addresses listed. If an email address is not available, please be sure to list a contact number and name for the reference. In addition, many applicants also upload letters of reference under the “Supporting Documents” section of the application.
- 7. How do I know when a position has been filled?** If a position is filled, all applicants will be notified of their application status for the position. In most cases, your email address will be used to communicate with you regarding your application status.
- 8. I do not have a current resume. Is a resume required to be uploaded with my application? Yes, a resume is required for all applicants.** External applicants should upload a copy to their online profile under the “Supporting Documents” section. (see

Job Applicant Frequently Asked Questions

reference link "**How To Upload Supporting Documents**" on our Personnel-Employment page for instructions)

9. **I do not have my certificate from the GaPSC, however I recently passed the required GACE assessment. Will my application be considered?** Copies of **passing test scores** should be uploaded to the online application profile under "Supporting Documents". (see reference link "**How To Upload Supporting Documents**" on our Personnel-Employment page for instructions)

10. **How can I obtain a copy of my GACE scores so that I can upload a copy to my application?** For more information on "How To Get Your Scores" visit <http://gace.ets.org/scores>.

11. **I would like to apply for a Paraprofessional position. What are the basic qualifications or requirements in order to be considered for a Paraprofessional role?** In order for your application to be considered for a Paraprofessional position, applicants must provide evidence of the following: Associate's Degree or two years (60 semester hours) of college, or a copy of Valid Paraprofessional or Aide License, or evidence that applicant has passed the Paraprofessional Assessment **Incomplete applications may be rejected.**

12. **What is the GACE Paraprofessional assessment? How can I learn more about? Can you help me register to take the test?** The Georgia Assessments for the Certification of Educators® (GACE®) is Georgia's state-approved educator certification assessment program. These computer-delivered assessments have been developed by the GaPSC and Educational Testing Service (ETS). The purpose of the GACE assessments is to help the GaPSC ensure that candidates have the knowledge and skills needed to perform the job of an educator in Georgia's public schools. To access additional information visit the GACE website at <http://gace.ets.org/>

13. **I have not passed the GACE Paraprofessional assessment; however I have do have at least 60 hours of college semester credit hours. Will my application be considered for a Paraprofessional position?** Yes, however, you **must** attach a copy of your official transcript indicating that you satisfy the number of required credit hours. Upload a copy of your official transcript to the online application profile under "Supporting Documents". (see reference link "**How To Upload Supporting Documents**" on our Personnel-Employment page for instructions)

14. **I submitted an application for a certified position; however I did not upload a copy of my teaching certificate. I provided my GaPSC certification ID. Is that okay?** Applicants **must upload a current copy** of required State of Georgia Educator Certificate(s) and/or certification to their online profile. Due to the volume of applicants, hiring principals cannot research this information to determine if you meet the minimum requirements. **Incomplete applications** that do not include a copy of required Educator Certificate(s)

Job Applicant Frequently Asked Questions

and/or other required license(s) **may be disqualified** for failure to meet minimum job requirements.

15. **I started my application, however did not click on save/submit. Will the hiring principal have visibility to my application to consider me?** Applications must be completed in their entirety. **Incomplete applications may be rejected.**

16. **I do not have access to a computer, can I just drop by your local office to provide a copy of my resume and complete a paper application?** **Hard copies of resumes or applications cannot be accepted.** All data must be submitted online/electronically via our online application system. Computers are available at the Appling County Board of Education Central Office for potential applicants who need computer and/or internet access. We're here to help. You may also contact the Appling County Board of Education Human Resources office at (912) 367-8600 for assistance.

17. **I applied for an open position; however I accepted another job and am no longer interested in the position that I applied for. What do I do?** Applicants should update application forms online as needed and should withdraw applications online when they wish to have their applications withdrawn. You may also contact the Appling County Board of Education Human Resources department to make a request to withdraw your application.

18. **I am interested in a Substitute Teacher position; however I do not see those vacancies listed on your district website. How do I apply for those opportunities? Can you add me to your Sub List?** Appling County School District has partnered with Kelly Educational Staffing for all of our substitute needs. KES manages substitute teachers, as well as non-instructional staff such as cafeteria workers and administrative assistant positions. To apply for substitute teaching, cafeteria and teacher aid positions please contact the local Kelly Educational Staffing branch office at 912-354-3296 , email 2164@kellyservices.com or visit their website at www.kellyeducationalstaffing.com.

19. **I interviewed for a position recently, how will I know if I am the candidate selected for the position?** The Principal/ Hiring Manager will notify the recommended candidate. The candidate will be advised that the recommendation is subject to the review and approval of the Superintendent and the Board of Education. Once the Board of Education approves the Superintendent's recommendation for hire, the Superintendent will notify the Principal who will notify the person **approved** by the Board of Education.

20. **I was notified by the hiring Principal/Director that I was approved by the Board of Education to be hired. What are the next steps?** The hiring manager and the selected person will coordinate with the central office HR department to sign a contract (if applicable), discuss terms of employment, and to complete the hiring process.