



New Applicant Instructions

Please read the following instructions prior to beginning a new hire application.

NOTE: The online application works best using Internet Explorer and will work in Google Chrome, but Firefox is not recommended.

Continue to the “Job Description and Applicant Information Link”.

Home Our Schools Board of Education Departments Employees About CCPS Parent and Student Information

Catoosa County Public Schools / Departments / Human Resources / Applying for a Job

Applying for a Job

Applications are accepted on line and/or by resume' to the administrator listed in the posting.

NOTE: The online application system works best with Internet Explorer and will work with Google Chrome, but Firefox is not recommended.

New Applicants

Follow the directions in our [New Applicants](#) help file to create an online application and apply for open positions. After reviewing the help file, use the Job Description and Applicant Information Link below to begin the process.

Returning Applicants

If you have created an application or updated your application in the past year, you are a Returning Applicant and should review the directions in our [Returning Applicants](#) help file for login and Applicant Profile updating directions. After reviewing the help file, use the Job Descriptions and Applicant Information Link below to begin the process.

[Job Descriptions and Applicant Information Link](#)

From the “Employment Opportunities” tab on the navigation bar, click on the “Log In” button located in the top right hand corner of the page.

CATOOSA COUNTY PUBLIC SCHOOLS

Employment Opportunities

Home Employment Opportunities Training

Rows per page: 10 Openings: 48 << 1 of 5 >>

RSS **LOG IN**

Sort	Positions Available	Special Requirements/Notes
None Selected	ELEMENTARY TEACHER Code: 1000-1 Type: INTERNAL & EXTERNAL Group: CERTIFIED APPLY	General Application for Elementary Teacher

Navigation bar.

To create a new account, click "Sign Up".

Applicant Login

If you previously created an account using a PIN number, click the PIN account migration button to set up a new user name and password for your account before logging in.

[PIN ACCOUNT MIGRATION](#)

Please use your login information to Sign In and view your application and/or apply for new jobs. If you are new to our site, please click the Sign Up button below to get started.

Username

[Forgot your Username?](#)

Password

[Forgot your Password?](#)

Already an employee? [LOG IN](#)

SIGN UP

SIGN IN

On the next screen, enter your account details > "Create Account". Use a unique Username and Password.

Create Applicant

Enter Account Details

Username

DonaldDuck

First Name

Donald

Last Name

Duck

Password

.....

Confirm Password

.....

Email Address

donaldduck@emailaddress.com

Confirm Email

donaldduck@emailaddress.com

Enter these validation numbers into the box below them

2212

2212

CREATE ACCOUNT

Be sure to enter the random validation numbers into the box.

Complete the Security Questions > "Create Security Questions".

Create Applicant

Choose Security Questions

Your account has been created. Security questions are a way for you to recover your password if you ever forget it. Please choose three security questions and answers below to finish setting up your applicant account. Only letters, numbers, and spaces are allowed in your answer.

Security Question #1

What is the name of your first pet?

Answer

Goofy

Security Question #2

What is your favorite movie?

Answer

Frozen

Security Question #3

What high school did you attend?

Answer

Walt High School

CREATE SECURITY QUESTIONS

After completing this page, an email verification code will be sent to the email address entered on the Account details page.

Create Applicant

Donald, please verify your email address.

Email Verification is the last step. You must verify your email address to continue. We sent a verification code to _____@_____. You may need to wait a few moments to receive the email. Please enter your verification code in the box below.

Verification Code

VERIFY EMAIL ADDRESS

[Resend Verification Code](#)

Enter the verification code and select “Verify Email Address”.

If you did not receive the verification code, verify that the correct email address was entered on the Account Details page and click “Resend Verification Code”.

Once you have successfully created an account, select “Continue to Employee Opportunities”.

Create Applicant

You have successfully created an applicant account.

You may now use your account to log in and apply for job openings.

[CONTINUE TO EMPLOYMENT OPPORTUNITIES](#)

The “Continue to Employee Opportunities” button will take you to the Employment Opportunities page where you can select the position(s) to apply for. Select the position and click “Apply”.

Employment Opportunities

Rows per page: 10 Openings: 48 << 1 of 5 >>

Sort	Positions Available	Special Requirements/Notes
None Selected	<p>ELEMENTARY TEACHER Code: 1000-1 Type: INTERNAL & EXTERNAL Group: CERTIFIED</p> <p>APPLY</p> <p>f t in <</p>	General Application for Elementary Teacher
	<p>COORDINATOR OF ACADEMIC SERVICES-PART TIME-49% Code: 1000-41 Type: INTERNAL & EXTERNAL Location: COUNTY OFFICE</p> <p>APPLY</p> <p>f t in <</p>	<p>POSITION ANNOUNCEMENT</p> <p>TITLE I COORDINATOR OF ACADEMIC SERVICES PART-TIME POSITION (49%)</p> <p>Qualification:</p> <ol style="list-style-type: none">1. At least 3 years of successful teaching experience.2. Holds or qualifies for a valid Georgia Teaching Certificate3. Possesses personal characteristics and professional competencies to work successfully with students, teachers, parents, and administrators <p>Reports to: Title I Coordinator</p> <p>Job goals: To organize, coordinate, and assist with all Title I programs as well as aid in the instructional support needed to L...</p>

Use the Sort and/or Search bar to find specific positions based on job title, location, salary, etc.

A brief description of the job requirements is available on the Employment Opportunities home screen. To see the full detailed list of requirements, duties and responsibilities, click on the job title.

An Employee Profile will be created once a position has been applied for.

NOTE: Please read ALL instructions prior to starting the application process.

Turn on your Caps Lock key as you complete your profile.

All required fields will contain a red asterisk (*) beside the field.

When completing Eligibility and Status, checking a box signifies a “YES” response, leaving a box unchecked signifies a “NO” response.

If you apply for a Classified (Computer Tech, Maintenance, Custodial, Child Nutrition, etc.) position, you will be required to enter High School or GED information before your application can be submitted.

Scroll down to enter your information.

ATTACHMENTS

ATTACHMENTS

FILE NAMES FOR ATTACHMENTS MUST BE 25 CHARACTERS OR LESS; OTHERWISE FILES WILL ATTACH BUT WILL NOT OPEN.

RESUME
Donald J Duck - Resume.pdf [Remove](#)

TRANSCRIPTS
Donald J Duck - Transcript.pdf [Remove](#)

CERTIFICATION/LICENSE
Donald J Duck - Certification.pdf [Remove](#)

CDL
 No file chosen

All Attachments must be uploaded in pdf format. You may upload files in this section that are related to the position(s) you would like to apply for (example: an updated resume, cover letter, copy of certification, etc.). Click the “Choose File” button under the appropriate attachment and navigate to the file of your choice, then click “Open”.

Once your Applicant profile is complete, Read the Final Disclaimer and check the “Check to verify that I have read the above statement” button and enter today’s date. Select “Review & Submit”.

FINAL DISCLAIMER

READ CAREFULLY BEFORE SUBMITTING

Certified employees may be requested, after hiring, to submit a copy of their drivers license and social security card. I certify that the information supplied in this application is true and correct. I may be required to be fingerprinted and have a criminal background check in accordance with the Official Code of Georgia Annotated 20-2-211 (e)(1).
I further understand that the information obtained from the criminal background check may be used in employment decisions.
I agree and consent for such background check and investigation to be conducted and agree to hold the school system and all officials, representatives, and employees of the fore going harmless from all claims for libel, slander, defamation of character, invasion of privacy, intentional infliction of emotional distress, negligence, and similar claims.
(Falsification of this application shall be cause for dismissal. Signing this application authorizes the Catoosa County Board of Education to obtain all prior work records and employment information.)

CHECK TO VERIFY THAT I HAVE READ THE ABOVE STATEMENT * DATE (MM/DD/YYYY) *

SUBMIT

BY SUBMITTING THIS APPLICATION I AM VERIFYING THAT ALL INFORMATION PROVIDED IS TRUE AND CORRECT.

BY CLICKING THE 'SUBMIT APPLICATION' BUTTON I AM ELECTRONICALLY SIGNING THIS APPLICATION

[REVIEW & SUBMIT](#)

Review your application, then click “Submit Application”. If you need to make corrections, select the “Edit” button at the top right side of the page.

FINAL DISCLAIMER

READ CAREFULLY BEFORE SUBMITTING

Certified employees may be requested, after hiring, to submit a copy of their drivers license and social security card. I certify that the information supplied in this application is true and correct. I may be required to be fingerprinted and have a criminal background check in accordance with the Official Code of Georgia Annotated 20-2-211 (e)(1).
I further understand that the information obtained from the criminal background check may be used in employment decisions.
I agree and consent for such background check and investigation to be conducted and agree to hold the school system and all officials, representatives, and employees of the fore going harmless from all claims for libel, slander, defamation of character, invasion of privacy, intentional infliction of emotional distress, negligence, and similar claims.
(Falsification of this application shall be cause for dismissal. Signing this application authorizes the Catoosa County Board of Education to obtain all prior work records and employment information.)

CHECK TO VERIFY THAT I HAVE READ THE ABOVE STATEMENT **Yes**

DATE (MM/DD/YYYY)

SUBMIT

BY SUBMITTING THIS APPLICATION I AM VERIFYING THAT ALL INFORMATION PROVIDED IS TRUE AND CORRECT.

BY CLICKING THE 'SUBMIT APPLICATION' BUTTON I AM ELECTRONICALLY SIGNING THIS APPLICATION

[SUBMIT APPLICATION](#)

Employment Opportunities

Your application has been submitted. Thank you for your interest.

OTHER INFORMATION

CERTIFIED APPLICATION TITLE
APPLICATION FOR EMPLOYMENT - PROFESSIONAL

A notice that your application has been submitted will generate on the following screen.

Now that a position has been applied for, you may edit or change your Applicant Profile through the “My Profile” button on the navigation bar.

Home

Employment Opportunities

My Profile

Required Actions

Unfinished Applications

Applicant Profile

General Information

GENERAL INFORMATION | ELIGIBILITY & STATUS | EDUCATION | WORK HISTORY | SKILLS | CERTIFICATIONS | DRIVER LICENSES | REFERENCES | UPLOAD ATTACHMENT | CUSTOM

Announcements

Applicant History

First Job application	4/28/2022
Last updated	5/2/2022

On the “My Profile” page, select the tab that contains the applicant information that needs to be edited.

Apply for other positions using the “Employment Opportunities” link on the navigation bar. You may also check for any “Required Actions” necessary to process your application and review and complete “Unfinished Applications”.

Home

Employment Opportunities

My Profile

Required Actions

Unfinished Applications

Rows per page: 10 Openings: 48 << 1 of 5 >>

Positions Available

Sort: None Selected

Search: Description/Notes

Minimum salary

Posted after

GO

ELEMENTARY TEACHER

Code: 1000-1

Type: INTERNAL & EXTERNAL

Group: CERTIFIED

Submission Status: **APPLIED**

REAPPLY WITHDRAW

f t in <

Special Requirements/Notes: General Application for Elementary Teacher

You may also “Reapply” or “Withdraw” from posted positions.

Please contact Human Resources if you need additional information or assistance.

706-965-8563