

COWETA COUNTY SCHOOL SYSTEM

Classified Applicant Procedures

- ◆ Applications are available to all persons wishing to apply for vacancies in the Coweta County School System. The issuance of any application does not imply that a vacancy exists or that the applicant will be considered for immediate employment.
- ◆ The enclosed application should be completed and returned to the Department of Human Resources, P.O. Box 280, Newnan, Georgia 30264. Any questions concerning an application or system vacancies may be directed to that office, (770) 254-2803.
- ◆ The reference forms included with your application should be filled in at the top and given or mailed to former employers, supervisors and other appropriate persons listed on your application that have knowledge of your former work performance. If you do not want your current employer notified for a reference, it is your responsibility to note this on your application. All references must be mailed directly to the Department of Human Resources and will be considered confidential information, not available for copy.
- ◆ **Include a copy of your highest degree of education.**
- ◆ Include a copy of your driver's license and social security card.
- ◆ The Department of Human Resources will screen applications. Based upon the application, supporting documents, references and personnel needs of the Coweta County School System, personal interviews may be scheduled.
- ◆ Upon receipt of all information requested, your application will be placed in the active applicant file and maintained for one year. Materials submitted in the application package will not be returned.
- ◆ You will not receive a telephone call from the Department of Human Resources unless additional information is needed to complete your application, or you are being scheduled for an interview. Please feel free to contact us if you have any questions concerning the instructions for completing the application. We will be glad to assist you in any way possible. Each applicant is encouraged to keep the Department of Human Resources informed of changes, which occur in the information submitted in his/her application.

An Equal Opportunity Employer

Department of Human Resources * P.O. Box 280 * Newnan, Georgia 30264