

The Academy

Hiring Process for Support Staff - Overview for Applicants

Thank you for applying to The Academy. This document provides you with an overview of our hiring process so that you are aware of the time commitments. Receipt of this document does not guarantee that a candidate will pass through the entire process. The Academy is unable to contact everyone who applies. If we bring you in for an interview, a hiring team member will communicate with those applicants the next steps.

1. Application Procedures:

- All openings will be posted on the school's website and other applicable websites.
- All applicants must apply online, no calls please.
- Please provide at least two current references with emails.
- Submit any other documents as requested on job ad.

2. Interview:

- Reference checks will be completed prior to interview
- Some positions may have an initial phone screening prior to the actual interview. This may or may not lead to an actual interview.

3. Post-Interview:

- All Applicants interviewed will be contacted with the outcome of the interview whether they are offered the job or not.