



JASPER CITY SCHOOLS

The Application Process

SUPPORT POSITION

1. **Completed Application Form** – Please complete the application in your own handwriting. All information requested on the application form must be filled out accurately and completely.
2. **References** – A minimum of three letters of recommendation are required. Professional references are most important and should include persons who have supervised the applicant’s work and/or training experience. Recommendations from referents must be solicited by the applicant.
3. **Verification of Previous Employment** – All applicants must provide a current mailing address of previous employers in order to verify previous work experience.
4. **Official Transcripts (Aide Positions Only)** – It is the responsibility of the applicant to see that all official, final degree transcripts, or WorkKeys assessment results are forwarded to the Central Office.
5. **Duration of Active Status** – Completed applications will remain on file and active for not less than one calendar year from the date of application. Following the year of active status, all active application forms for two consecutive years by submitting a written request to the Superintendent. It is the responsibility of the applicant to see that their applications are current and up-to-date.
6. **Completed Applications may be mailed to:**
Jasper City Schools P.O. Box 500 Jasper, AL 35502
Or they may be dropped off at the Central Office: 110 17th St. W. Jasper AL
7. **Personal Interview** – Completed application files are reviewed to determine which applicants will be contacted for interviews. Interviews are set up as vacancies occur in the school system. The applicant will be notified by the Superintendent’s office in order to set up an interview. A personal interview is an essential part of the selection process, although it is no guarantee of a job. You should keep in mind that usually several applicants are interviewed for each vacancy in the school system. Applicants will not be interviewed until the following items are on file: (1) application form (2) references (3) transcripts or WorkKeys assessment (4) verification of any license needed.
8. **Verification of Compliance with “Highly-Qualified” Requirements (Aide Positions Only)** – Letter from the State Department of Education or, for recent college graduates, a letter from the college/university verifying that student has completed required courses to meet HQ requirements, once the student’s file is reviewed by the State Department of Education. WorkKeys assessment results must be provided if college credit is not available.