ABOUT THE APPLICATION PROCESS

How do I retrieve my username and password?

To retrieve your username or password, please take the following steps:

-Click the job vacancies link

-Click the Request Technical Help link

-Enter in your information (first name, last name, and email address)

-You will find information that will assist you in retrieving your password

How long will it take me to complete an application?

The average application takes 40 minutes to complete.

What are the required steps for completing an application with FCPS?

There are four basic steps, but can vary depending on individual application:

1.   Complete an online application at www.fcps.net. (Including the assessment - you will not be able to submit an application without completing the assessment).

- Certified and Substitute Teacher Positions – Teacher Fit
- Administrative Positions – Admin Fit
- Classified Positions – Job Fit

2.   You will need to order an AOC criminal record check or ensure one is on file and current(less than a year).

3.   If approved, HR staff will review and flip your application to a hiring status where hiring managers can see your application.*

*Clerical applicants require testing before being flipped to a hiring status.

Can I apply for a position if I do not see it posted on www.fcps.net?

No, if the position is not posted on www.fcps.net, it is not available to be filled. However, you can complete an online application and add a specific vacancy once it becomes available.

What will happen to my application if I don't order a criminal record?

Your application will not continue any further and you may not be recommended for hire until we have a current criminal record on file.

Does ordering a criminal record guarantee that I'll be approved to work for the district?

No, FCPS is required by Kentucky state regulations (KRS 160.380, KRS 17.165) and district policy (3.11, 3.22) to screen candidates for certain criminal charges and behaviors. We reserve the right to not extend an offer of employment to a candidate based on their criminal history.

If I am hired, will the district reimburse the cost of my KY criminal records report?

No, the district will not reimburse you for this charge.

Do I have to pass the tests required for clerical vacancies in order to be considered for an interview?

Yes, applicants interested in any clerical position must complete the Microsoft Word, Excel and Bookkeeper tests with a 75. Your clerical application is not complete until you pass the required tests.

How do principals and hiring managers view my online application?

Principals are able to log into the online application database. They can see your name and contact information, references, employment history, education and jobs for which you've applied. They cannot see any personal information including your criminal background, date of birth, or any other information that could cause discrimination.

I have applied online, but have not heard anything else. How will I be notified of an interview?

Principals and hiring managers are the persons who determine who to interview for a vacancy at his/her school or department. If you are interested in a position, you can call, email or visit the principal or hiring manager. However, principals and hiring managers are under no obligation to interview all who apply for a specific vacancy.

Do I need to have a personal email address in order to apply online?

Yes, a personal email address is necessary as we communicate the status of your application via email.

How do I check the status of my online application?

Log into your online application.

The home page will show your submission history. You can view the jobs that you've applied for.

What does AOC pending mean?

AOC is the acronym for the Administrative Office of the Courts. They are the Commonwealth of Kentucky agency responsible for maintaining statewide criminal background checks. If your application says "AOC pending," it means that we are waiting the results.

How do I send in my AOC?

The AOC is ordered one of two ways. Either as a registered user or as a onetime request on the Administrative Office of the Courts Website. You can log into that site from your application at the time of submission.

How long does an application stay on file if I don't hit the "submit" button?

An application that is not submitted within 5 days will be erased. You will still have the same username and password, but none of your application will be saved.

I wanted to apply for a position, but have been told my application has been archived. What does this mean and how do I reactivate my application?

Archived means there's been no activity on your application in six (6) months or more. In order to make your application active again, you will need to log in and update any personal information or apply for an open vacancy.

How do I know when my overall application is complete?

You'll receive an email from the Human Resources Department stating that your application is complete. The email is sent after you submit the application and after we have the results of your criminal background check. Clerical applicants will be notified to come into HR for additional clerical testing.

How will I be notified that my substitute application is complete and that I can pick up the necessary paperwork?

You'll receive an email from the Human Resources Department stating that your application is complete. The email will ask you to call and register for a paperwork session.

What does FTE mean?

Full Time Equivalent

Do I need to have three (3) references?

Yes, you need to have 3 professional references. You will need their name, job title, telephone number and email address. Our references are sent out electronically, so an email address is important.

What if I don't have three (3) professional references?

It is best to have 3 professional references. Most hiring managers will also contact current and previous employers for references.

How do references receive the reference sheet?

The FCPS reference sheet is sent via email. Please provide the email address of all your references. The link to respond to a reference email is ten (10) days.

What if they didn't receive the emailed reference sheet? Can HR resend the reference sheet?

You will need to go into your application and scroll to references. There you will be able to edit contact information and/or resend a reference.

Do I need to submit my transcripts, Praxis scores, letters of recommendation, or portfolio with my application?

No. You can upload a cover letter and resume to your online application. However, none of the other information is relevant during the online application process. Please do not send this information to the Human Resources Department until you are notified by a hiring manager or Human Resources that the documents are required.

When do I need to have my fingerprints taken for a criminal background check?

If you have applied for a full or part-time position, you will not need to have your fingerprints taken until you have been offered a position by the Human Resources Department. If you have applied to be a substitute, you will not need your fingerprints taken until you complete the substitute training. If you are student teaching, you must have your fingerprints taken prior to reporting to your cooperating teacher's classroom.

What personal information do I need to bring in order to have my fingerprints administered?

You'll need to bring the following documentation:

1. Driver's license or state issued I.D. or passport or U.S. Armed Forces I.D.

2. Social Security card (**original documents, copies are not accepted**)

3. Check or money order made payable to Fayette County Public Schools. ($40)