

## APPLICATION PROCEDURES FOR SUPPORT PERSONNEL

### 5.5 Addendum-A

**PLEASE READ THE FOLLOWING INSTRUCTIONS CAREFULLY BEFORE COMPLETING YOUR APPLICATION FOR EMPLOYMENT.**

1. Submit a completed application and supporting documents (high school diploma, certificates, etc.) to the Personnel Office.
  - A. It is important that all information is provided when the application is submitted.**
  - B. Failure to complete the application and to submit all supporting documents will result in your application being considered incomplete.**
  - C. Do Not Write "See Resume" in the blanks. You are welcome to attach a resume.
  
2. Vacancies are posted on the front window of the Central Office, in the offices of all schools, on the Marshall County Board of Education Web-site, and in the local newspaper.
  - A. Applicants must ask for his/her name to be placed on the list to be considered for a specific posted position. This can be done by phone or by coming to the Central Office.**
  - B. Applicants who meet the qualifications for the position will be given a screening interview by the Human Resources Coordinator, after which those applicants who are best qualified will be sent to the immediate supervisor for a second interview.**
  - C. Only those applicants who are interviewed by an immediate supervisor will be sent a letter to inform them if they have or have not been selected. All others are welcome to call the Central Office in regard to their status in the interview process.**

If you have questions, call the Human Resources Office  
Marshall County Schools  
(931)-359-1581

Signature on File  
Jacob Sorrells, Director of Schools