

EDUCATIONAL SUPPORT APPLICATION INSTRUCTIONS

For Employment With Charlotte County Public Schools, Florida

To apply for an educational support position an applicant must have on file in the Human Resources office:

1. Educational Support Application, completed online @ www.YourCharlotteSchools.net
(Link: Apply Online)
2. Three (3) Professional References (WRITTEN), use either form downloaded from application or letter from reference). References also need to be listed on Online Application.
3. High School Diploma
4. Official College Transcripts (if required for position)
5. Resume (preferred)

After all of the above items have been received by the Human Resources Department the applicant may apply for vacancies in the area(s) of interest, by logging on to your application at www.YourCharlotteSchools.net

1. Enter your online application, using your UserId and Password.
 2. Select link "Employment Preferences"
 3. Select "Continue"
 4. Select "Add a Position"
 5. Click on the box that says "No Selection"
 - a. A drop down list of all positions available for your classification will appear
 - b. Select desired position
 - c. Select "Continue"
- Repeat from Step 4 until all desired positions are selected.
6. Select "Drug Policy" - agree to policy and "Continue"
 7. Select "Agreement" - agree to policy and "Continue"
 8. Select "Submit"
 9. Select "Submit Application"

If you should get an error message that states "click here", click there and go back to the 'problem screen' – no need to reenter information – just select "Continue" and continue from step 8.

If you need further assistance, feel free to contact Lynn Amberg (941) 255-0808 x3029 or Regina Anderson x 3028 between the hours of 7:30am – 4:00pm.

Most positions have a closing date of 12 o'clock on Friday. Completed applications must be submitted no later than 12 o'clock Thursday of that week.

Charlotte County School Board Policy 4120 requires pre-employment drug testing for applicants prior to being awarded employment. The prospective employee refers to a person who has applied for a position with Charlotte County Public Schools and has been offered employment conditioned upon successfully passing the drug test. **The prospective employee is responsible for the \$32.00 drug test.** A copy of driver's license and social security card is requested.

Charlotte County School Board Policy 4120 requires all personnel, except those excluded by Florida law to be fingerprinted. **The prospective employee is responsible for the \$57.25 fingerprint fee.**

No person shall, on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition if otherwise qualified, social and family background, or on the basis of the use of a language other than English by Limited English Proficiency (LEP) students, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity, or in any employment conditions or practices conducted by this school district, except as provided by law. CCSBP 4122.

Revised 7/10

EQUAL OPPORTUNITY EMPLOYER