

Returning Applicant Instructions

Please use the following instruction if you are a returning applicant.

NOTE: The online application works best using Internet Explorer and will work in Google Chrome, but Firefox is not recommended.

Continue to the “Job Description and Applicant Information Link”.

Home Our Schools Board of Education Departments Employees About CCPS Parent and Student Information

Catoosa County Public Schools / Departments / Human Resources / Applying for a Job

Applying for a Job

Applications are accepted on line and/or by resume' to the administrator listed in the posting.

NOTE: The online application system works best with Internet Explorer and will work with Google Chrome, but Firefox is not recommended.

New Applicants

Follow the directions in our [New Applicants](#) help file to create an online application and apply for open positions. After reviewing the help file, use the Job Description and Applicant Information Link below to begin the process.

Returning Applicants

If you have created an application or updated your application in the past year, you are a Returning Applicant and should review the directions in our [Returning Applicants](#) help file for login and Applicant Profile updating directions. After reviewing the help file, use the Job Descriptions and Applicant Information Link below to begin the process.

[Job Descriptions and Applicant Information Link](#)

From the “Employment Opportunities” tab on the navigation bar, click on the “Log In” button located in the top right hand corner of the page.

Home **Employment Opportunities** Training

Rows per page: 10 Openings: 48 << 1 of 5 >>

Sort	Positions Available	Special Requirements/Notes
None Selected	ELEMENTARY TEACHER Code: 1000-1 Type: INTERNAL & EXTERNAL Group: CERTIFIED APPLY	General Application for Elementary Teacher

Navigation bar.

If the employee profile was created prior to April 25, 2022, select “Pin Account Migration”.

Applicant Login

If you previously created an account using a PIN number, click the PIN account migration button to set up a new user name and password for your account before logging in.



Please see the box below for further instructions when using account migration.

[PIN ACCOUNT MIGRATION](#)

If the employee profile was created after April 25, 2022, enter your username and password and click “Sign In”. This will take you to your “My Profile” page. Please skip to page 4 for further instructions.

Please use your login information to Sign In and view your application and/or apply for new jobs. If you are new to our site, please click the Sign Up button below to get started.

Username

[Forgot your Username?](#)

Password

[Forgot your Password?](#)

Already an employee?

[LOG IN](#)

[SIGN UP](#)

[SIGN IN](#)

Username and Password are case sensitive.

Use **ACCOUNT MIGRATION** if you are a returning applicant who has had a pin number issued.

Enter all required fields in the Applicant Login box, then click “Create Username and Password”.

Forgot your PIN? Use this link to retrieve your PIN. This number will be sent to the email you entered when creating your initial account.

Applicant Login

PIN migration to user name and password

Use the fields below to select your own user name and password. This will replace your PIN, and you will no longer use a PIN to log in. You can only choose a user name **once**, so be sure to choose something you like!

PIN Number

[Forgot your PIN?](#)

New Username

Must contain at least one letter.

First Name

Last Name

New Password

Confirm New Password

[RETURN TO LOGIN](#)

[CREATE USERNAME AND PASSWORD](#)

A confirmation screen will appear if the migration was successful.

Select “Employment Opportunities” from the navigation bar, then login to your account using your new username and password.

Applicant Login



You have successfully migrated your account. You can now log in with your new username and password.

Verify and update information on your My Profile page.

NOTE: Turn on your Caps Lock key as you update your profile.

All required fields will contain a red asterisk (*) beside the field.

Once you have completed a section, click the “Update” button before continuing to the next tab.

The screenshot shows the 'Applicant Profile' page for Coosua County Public Schools. The 'My Profile' navigation bar is highlighted with a red box and labeled 'Navigation bar.'. A red box points to the 'GENERAL INFORMATION' tab, with a callout stating: 'On the “My Profile” page ,select the tab that contains the applicant information that needs to be edited.'. Another red box points to the 'UPLOAD ATTACHMENT' tab, with a callout stating: 'All Attachments must be uploaded in pdf format. You may upload files in this section that are related to the position(s) you would like to apply for (example: an updated resume, cover letter, copy of certification, etc.). Click the “Choose File” button under the appropriate attachment'.

General Information

The screenshot shows the 'Applicant Profile' page with the 'GENERAL INFORMATION' tab selected and circled in red. The page title is 'Applicant Profile General Information'. The navigation bar includes: GENERAL INFORMATION, ELIGIBILITY & STATUS, EDUCATION, WORK HISTORY, SKILLS, CERTIFICATIONS, DRIVER LICENSES, REFERENCES, UPLOAD ATTACHMENT, and CUSTOM.

Update your personal Information, telephone number, contact information, availability and requirements form this page. Select “Edit” make the appropriate changes, then click on “Update” to save.

Withdraw or reapply to positions you have applied for in the past.

Employment Opportunities	Application Status	Job Status	Action
Job Description			
ELEMENTARY TEACHER	APPLIED	OPEN	WITHDRAW REAPPLY
MIDDLE SCHOOL TEACHER	APPLIED	OPEN	WITHDRAW REAPPLY

Eligibility & Status

The screenshot shows the 'Applicant Profile' page with the 'ELIGIBILITY & STATUS' tab selected and circled in red. The page title is 'Applicant Profile General Information'. The navigation bar includes: GENERAL INFORMATION, ELIGIBILITY & STATUS, EDUCATION, WORK HISTORY, SKILLS, CERTIFICATIONS, DRIVER LICENSES, REFERENCES, UPLOAD ATTACHMENT, and CUSTOM.

Click the Edit button to complete the page, then “Update” to save your changes.

Note: Checking a box signifies a “YES” response, leaving a box unchecked signifies a “NO” response.

Education

Applicant Profile

General Information

GENERAL INFORMATION

ELIGIBILITY & STATUS

EDUCATION

WORK HISTORY

SKILLS

CERTIFICATIONS

DRIVER LICENSES

REFERENCES

UPLOAD ATTACHMENT




CUSTOM

Click “Add New” to add college education to your profile.

Check the box for each existing open job application you would like to add the education to.

Complete all required (*) fields and click the “Save” box at the bottom of the page to save your information.

NOTE: Choosing a State from the State drop list will filter the Institution list to only those within that state.

COLLEGE OF CENTRAL FLORIDA	Graduation Date	Degree	Years Completed	
		BACHELORS	4	  
Job Description	Hiring Manager		Requisition	
ELEMENTARY TEACHER			1000 - 1	
MIDDLE SCHOOL TEACHER			2000 - 1	

If previously entered education needs to be edited, click on the pencil icon then “Update” once the changes have been made. To delete, click on the garbage can icon. To view which jobs are linked to specific education, click on the dropdown arrow.

Work History

Applicant Profile

General Information

GENERAL INFORMATION

ELIGIBILITY & STATUS

EDUCATION

WORK HISTORY

SKILLS

CERTIFICATIONS

DRIVER LICENSES

REFERENCES




UPLOAD ATTACHMENT

CUSTOM

Click “Add New” to add work history to your profile.

Check the box for each existing open job application you would like to add the work history to.

Complete all required (*) fields and click the “Save” box at the bottom of the page to save your information.

MCDONALD'S	Start Date	End Date	
	1/1/2020	12/31/2021	  
Job Description	Hiring Manager		Requisition
ELEMENTARY TEACHER			1000 - 1
MIDDLE SCHOOL TEACHER			2000 - 1

If previously entered work history needs to be edited, click on the pencil icon then “Update” once the changes have been made. To delete, click on the garbage can icon. To view which job description that are linked to specific work history, click on the dropdown arrow.

Skills

Applicant Profile

General Information

GENERAL INFORMATION

ELIGIBILITY & STATUS

EDUCATION

WORK HISTORY

SKILLS

CERTIFICATIONS

DRIVER LICENSES

REFERENCES

UPLOAD ATTACHMENT

CUSTOM

This feature is not currently available.

Certifications

Applicant Profile

General Information

GENERAL INFORMATION

ELIGIBILITY & STATUS

EDUCATION

WORK HISTORY

SKILLS

CERTIFICATIONS

DRIVER LICENSES

REFERENCES







UPLOAD ATTACHMENT

CUSTOM

Click “Add New” to add certifications to your profile.

Check the box for each existing open job application you would like to add the new certification to.

Complete all required (*) fields and click the “Save” box at the bottom of the page to save your information.

	Area	Effective Date	Expiration Date	
TEACHING CERTIFICATION	ELEMENTARY EDUCATION P-8	12/10/2021		  
CLEARANCE CERTIFICATE	WEB DESIGN	5/2/2022		  

If previously entered certifications need to be edited, click on the pencil icon then “Update” once the changes have been made. To delete, click on the garbage can icon. To view which job description that are linked to specific certification, click on the dropdown arrow.

Driver Licenses

Applicant Profile

General Information

GENERAL INFORMATION

ELIGIBILITY & STATUS

EDUCATION

WORK HISTORY

SKILLS

CERTIFICATIONS

DRIVER LICENSES

REFERENCES

UPLOAD ATTACHMENT

CUSTOM

Click “Add or Update” then “+ Add New” to add a driver licenses to your profile.

Complete all required (*) fields and click the “Save” box at the bottom of the page to save your information.

Check the box for each existing open job application you would like to add the driver licenses to.

Applicant Profile

Driver Licenses

+ ADD NEW

RETURN TO SUMMARY

References

Applicant Profile

General Information

GENERAL INFORMATION

ELIGIBILITY & STATUS

EDUCATION

WORK HISTORY

SKILLS

CERTIFICATIONS

DRIVER LICENSES

REFERENCES



UPLOAD ATTACHMENT

CUSTOM

Click “Add New” to add new references to your profile.

Check the box for each existing open job application you would like to add the reference to.

Complete all required (*) fields and click the “Save” box at the bottom of the page to save your information.

MINNIE MOUSE	Company	Position	Phone	
		OWNER		 

If previously entered references need to be edited, click on the pencil icon then “Update” once the changes have been made. To delete, click on the garbage can icon.

Upload Attachment

Applicant Profile

General Information

GENERAL INFORMATION

ELIGIBILITY & STATUS

EDUCATION

WORK HISTORY

SKILLS

CERTIFICATIONS

DRIVER LICENSES

REFERENCES

UPLOAD ATTACHMENT

CUSTOM

You may upload files in this section that are related to the position(s) you would like to apply for (example: an updated resume, cover letter, copy of certification, etc.). Click the “Choose File” button and navigate to the file you would like to upload, then click “Open”. The file will appear above the “Choose File” button. Click “Upload” to add new file attachments to your profile.

Note: All Attachments must be uploaded in pdf format.

Here you may upload a file (example: an updated resume, list of personal references, etc.). Click the Browse button and navigate to the file of your choice, then click the Upload button.

Select and upload a new file attachment

Donald J Duck - Transcript.pdf [Remove](#)

No file chosen

You are now ready to apply for new positions!

Return to “Employment Opportunities”, located on the navigation bar, to apply for new positions. Select the desired position and click “Apply”.

The screenshot shows the 'Employment Opportunities' page. On the left is a navigation bar with 'Home', 'Employment Opportunities', 'My Profile', 'Required Actions', and 'Unfinished Applications'. The main content area is divided into three columns: 'Sort' (with a dropdown menu set to 'None Selected'), 'Search' (with input fields for 'Description/Notes', 'Minimum salary', and 'Posted after', and a 'GO' button), and 'Positions Available'. The 'Positions Available' column lists two jobs: 'ELEMENTARY TEACHER' and 'COORDINATOR OF ACADEMIC SERVICES-PART TIME-49%'. The 'COORDINATOR' job listing has an 'APPLY' button circled in red. A red arrow points from the 'APPLY' button to a text box on the right. Another red arrow points from the search filters to a text box at the bottom.

Use the Sort and/or Search bar to find specific positions based on job title, location, salary, etc.

A brief description of the job requirements is available on the Employment Opportunities home screen. To see the full detailed list of requirements, duties and responsibilities, click on the job title.

The information you entered in your profile will prepopulate into the application. Scroll down to review and verify that the data is correct. Complete all required (*) fields. If you start an application and need to complete it later, you can access it through the “Unfinished Applications” tab on the navigation bar.

The screenshot shows the application form for the 'COORDINATOR OF ACADEMIC SERVICES-PART TIME-49%' position. The page title is 'COORDINATOR OF ACADEMIC SERVICES-PART TIME-49%'. Below the title is a progress indicator with two steps: '1 OTHER INFORMATION' and '2 REVIEW & SUBMIT'. The job details are: 'COORDINATOR OF ACADEMIC SERVICES-PART TIME-49%', '8010', and 'COUNTY OFFICE'. The 'CERTIFIED APPLICATION TITLE' field is prepopulated with 'APPLICATION FOR EMPLOYMENT - PROFESSIONAL'. A red arrow on the right side of the page points downwards, indicating the user should scroll down.

ATTACHMENTS

ATTACHMENTS

FILE NAMES FOR ATTACHMENTS MUST BE 25 CHARACTERS OR LESS; OTHERWISE FILES WILL ATTACH BUT WILL NOT OPEN.

RESUME

Donald J Duck - Resume.pdf [Remove](#)

TRANSCRIPTS

Donald J Duck - Transcript.pdf [Remove](#)

CERTIFICATION/LICENSE

Donald J Duck - Certification.pdf [Remove](#)

CDL

No file chosen

All Attachments must be uploaded in pdf format. You may upload files in this section that are related to the position(s) you would like to apply for (example: an updated resume, cover letter, copy of certification, etc.). Click the “Choose File” button under the appropriate attachment and navigate to the file of your choice, then click “Open”.

Once your Applicant profile is complete, Read the Final Disclaimer and check the “Check to verify that I have read the above statement” button and enter today’s date. Select “Review & Submit”.

FINAL DISCLAIMER

READ CAREFULLY BEFORE SUBMITTING

Certified employees may be requested, after hiring, to submit a copy of their drivers license and social security card. I certify that the information supplied in this application is true and correct. I may be required to be fingerprinted and have a criminal background check in accordance with the Official Code of Georgia Annotated 20-2-211 (e)(1).
 I further understand that the information obtained from the criminal background check may be used in employment decisions.
 I agree and consent for such background check and investigation to be conducted and agree to hold the school system and all officials, representatives, and employees of the fore going harmless from all claims for libel, slander, defamation of character, invasion of privacy, intentional infliction of emotional distress, negligence, and similar claims.
 (Falsification of this application shall be cause for dismissal. Signing this application authorizes the Catoosa County Board of Education to obtain all prior work records and employment information.)

CHECK TO VERIFY THAT I HAVE READ THE ABOVE STATEMENT * DATE (MM/DD/YYYY) *

SUBMIT

BY SUBMITTING THIS APPLICATION I AM VERIFYING THAT ALL INFORMATION PROVIDED IS TRUE AND CORRECT.

BY CLICKING THE 'SUBMIT APPLICATION' BUTTON I AM ELECTRONICALLY SIGNING THIS APPLICATION

[REVIEW & SUBMIT](#)

Review your application, then click “Submit Application”. If you need to make corrections, select the “Edit” button at the top right side of the page.

FINAL DISCLAIMER

READ CAREFULLY BEFORE SUBMITTING

Certified employees may be requested, after hiring, to submit a copy of their drivers license and social security card. I certify that the information supplied in this application is true and correct. I may be required to be fingerprinted and have a criminal background check in accordance with the Official Code of Georgia Annotated 20-2-211 (e)(1).
 I further understand that the information obtained from the criminal background check may be used in employment decisions.
 I agree and consent for such background check and investigation to be conducted and agree to hold the school system and all officials, representatives, and employees of the fore going harmless from all claims for libel, slander, defamation of character, invasion of privacy, intentional infliction of emotional distress, negligence, and similar claims.
 (Falsification of this application shall be cause for dismissal. Signing this application authorizes the Catoosa County Board of Education to obtain all prior work records and employment information.)

CHECK TO VERIFY THAT I HAVE READ THE ABOVE STATEMENT Yes

DATE (MM/DD/YYYY)

SUBMIT

BY SUBMITTING THIS APPLICATION I AM VERIFYING THAT ALL INFORMATION PROVIDED IS TRUE AND CORRECT.

BY CLICKING THE 'SUBMIT APPLICATION' BUTTON I AM ELECTRONICALLY SIGNING THIS APPLICATION

[SUBMIT APPLICATION](#)

Employment Opportunities

Your application has been submitted. Thank you for your interest.

OTHER INFORMATION

CERTIFIED APPLICATION TITLE

APPLICATION FOR EMPLOYMENT - PROFESSIONAL

A notice that your application has been submitted will generate on the following screen.

Use the navigation bar to update your profile, view required actions, and complete unfinished applications.

CATOOSA COUNTY PUBLIC SCHOOLS
PO BOX 330 EDGEMOULD, GA 30134 | 706-965-2297

Home

Employment Opportunities

My Profile

Required Actions

Unfinished Applications

Employment Opportunities

Sort
None Selected ▾

Search
Description/Notes

Minimum salary

Posted after

GO

Positions Available

ELEMENTARY TEACHER
Code: 1000-1
Type: INTERNAL & EXTERNAL
Group: CERTIFIED
Submission Status: **APPLIED**

REAPPLY WITHDRAW

[f](#) [t](#) [in](#) [share](#)

Please contact Human Resources if you need additional information or assistance.

706-965-8563