

Q&A for Certified Application Process



A guide with helpful insights and answers to questions for navigating CMSS policies regarding Certified Application Process.

***Certified Application Process
Frequently Asked Questions***

How do I find out about postings?

- Visit the Clarksville Montgomery County School System website at www.cmcss.net and hover on the “Employment” link on the upper right hand corner of the page. You will then see a link for “Current Openings”.

What does the closing date mean?

- We have a transfer policy in place for all of our positions. The closing date means that current employees will have to request a transfer no later than that day. The date does not apply to outside applicants.

How do I submit an application?

- Please go to our website www.cmcss.net and hover on the “Employment” link on the upper right hand corner of the page.
- You will see a link on that page for “Begin/Update Application”. Scroll to the bottom of the page and click the link labeled “Click here to begin or update your online application with AppliTrack”.
- Once you complete your application, click on the link “finish and submit” at the bottom of the page.
- Once you submit your application, you will receive an automated e-mail that outlines the supporting documentation that we will need for our district.

If I already have recommendation letters, do I still need to include the 3 non-confidential reference forms?

- Yes, you must include all 3 non-confidential references on our CMCSS form. Recommendation letters may be included with your application, but they are not required and cannot be used in place of the reference forms.

How do I find out about the status of my application?

- Once the application has been processed by HR personnel, you will receive an e-mail indicating the status of your application.

When will I get to interview with a Principal?

- Once your application is complete, you will be considered along with all others who qualify for a given opening. Since the process will be dependent on transfers, available positions and other applicants, there really is no way to accurately predict when/if one will be called for an interview at any given time.

How long are applications kept on file?

- Complete applications are kept on file for one school year. Incomplete applications are destroyed after six months.

How do I reactivate my application?

- An e-mail or letter must be submitted requesting for your application to remain active for the next school year.

Do I need to re-apply each time I see a new opening?

- Once your application is complete, you will be considered for all positions for which you qualify. There is no need to re-apply for each new opening.

What if my phone number or address changes once I have completed my application?

- Please go back online to your application and update it with your current information. Once that is complete, please contact Jennifer Ross at jennifer.ross@cmcss.net and inform her that you have made changes to your address and/or phone number.

Can I retake the pre-screening phone interview or teacher profiler?

- No, both screening tools can only be completed once.

What if I am interested in substitute teaching?

- Substitute teaching opportunities are provided through Kelly Services. For more information, please contact Kelly Services at 931-645-7266.