

Classified Application Process Frequently Asked Questions

How do I find out about postings?

- Visit the Clarksville Montgomery County School System website at www.cmcss.net. The employment tab is located in the upper right-hand corner of the page.

How do I submit an application?

- Please visit our website at www.cmcss.net. The employment tab is located in the upper right-hand corner of the page.
- You will see a link for Begin / Update Application. Click on that link in order to begin or modify your application.
- Once you complete your application, click “finish and submit” at the bottom of the page.
- Once you submit your application, you will view a confirmation page that outlines the **supporting documentation that is needed**. Please note that some positions require you upload your supporting documents.

What are the required supporting documents that I need to provide?

- **Proof of High School Graduation or GED**
- **2 Classified Reference forms:** 1 completed and signed by a current or past supervisor, 1 from a personal reference (**NO** relatives may be used as references).
- If you are previous CMCSS employee, you will be required to provide a reference form from your most recent principal or supervisor.
- **Educational Assistants ONLY are required to upload unofficial college transcripts. If offered a position, OFFICIAL transcripts must be provided.**

To expedite your application, required documents should be faxed or e-mailed to HR Classified Applications, (931) 920-9839 (fax)/ jacklyn.winegarden@cmcss.net

How do I submit my reference forms?

- If you would like to provide an e-mail address for your references, you are able to e-mail the reference survey directly. Once completed, the document will automatically be added to your application.
- The form is also available at the following link: <http://www.cmcss.net/iso/masterdocs/CLS-F004.pdf>
- If a paper copy is completed, you are able to scan and e-mail, fax or drop off the completed form here at Central Office.

If I turn in college transcripts, am I required to also turn in high school transcripts?

- No.

Do I have to turn in OFFICIAL college transcripts, or can I turn in a copy?

- We can accept your unofficial transcript to move forward in the application process. Official college transcripts are required ONLY if offered an Educational Assistant position.

I have applied for Education Assistant and I have college hours, but they are not in education. Does this disqualify me?

- No. You simply must have a minimum of **48** semester hours (regardless of your area of study) or have taken and passed the paraprofessional test to qualify for education assistant position.

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What is the paraprofessional test?

- This is the test Educational Assistant applicants must take and pass in order to obtain Highly Qualified status ONLY if the applicant does not have a minimum of 48 college semester hours. Visit www.ets.org/parapro for more information.

Do I have to take the paraprofessional test if I have 48 or more college semester hours?

- No, but your transcripts must be turned in to HR.

Can I still apply for a job that is posted but the closing date has passed?

- Yes. As an outside candidate, this date does not apply to you. This date only applies to current employees; it is their deadline to apply for a transfer.
- All jobs are posted on the website until filled.

How much is the pay?

- The hourly rate is posted with each job posting by clicking “Show/Hide” by “Additional Information.”

What are the hours?

- The hours are posted with each job posting by clicking “Show/Hide” by “Additional Information.”

What is the OPAC test?

- OPAC is the name of testing software that is used as part of the classified application process. OPAC tests skills for Windows 7, Microsoft 2010 Basic Word and Excel. The test(s) given will depend on the job(s) you applied for.
- Once all of your required documentation has been turned into HR, you will be sent an e-mail invitation to take the test.

Is there a study guide for the OPAC?

- No. However, there are multiple free online tutorials available by googling “free Microsoft tutorials.”

Do I have to turn in all of my required documents for my application before I get an opportunity to interview, or do I bring my documents to the interview?

- All of your required documents MUST be turned in to HR before your application is considered complete. Incomplete applications are not eligible for interviews.

How will I know when my application is complete?

- You will receive an e-mail once your application has been processed by HR personnel and approved by the Chief Human Resources Officer.

When will I get to interview with a Principal?

- Once your application is complete, you will be considered along with all other applicants in the active pool. There really is no way to accurately predict when/if one will be called for an interview.

How long are applications kept on file?

- Completed applications are kept in the applicant pool for the remainder of the current school year.

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- Incomplete applications are destroyed after one calendar year from submission of application. All of the documentation provided will be shredded at this time.

How do I keep my completed application active?

- An e-mail or letter must be submitted to HR, Classified Applications every summer between July and August requesting your application remain active for the next school year.
- If you completed your application in April or May, your application will remain active.

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

Yes, you will apply for each posting you are interested in. You will not start a new application each time. Any existing application information will transfer over and you will only be required to answer questions specific to that position if it was not included on a previous application.

I applied over a year ago. Do I need to create a new application?

- No. Please log back into your original online application. You will be able to make the necessary adjustments, such as updating your contact information, employment history and positions desired.
- Please contact HR to let them know you have updated your application and would like to make sure your file is still complete.

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

- Please login to your online application and update it with your current information.