



CLASSIFIED STAFF APPLICATION PROCEDURE (CLS-P001)

Clarksville-Montgomery County School System

1.0 SCOPE:

- 1.1 This procedure outlines the process for an initial application and placement in the pool of classified applicants.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1. Human Resources Staff

3.0 APPROVAL AUTHORITY:

- 3.1 Chief Human Resources Officer

4.0 DEFINITIONS:

- 4.1 Classified Employee: All CMCSS employees paid hourly.
- 4.2 ParaProfessional Assessment: Confirm that paraprofessionals meet NCLB requirements. (www.ets.org/parapro)

5.0 PROCEDURE:

- 5.1 The school system makes applications available on the website.
- 5.2 Applications are reviewed by the HR Department.
- 5.3 Applications are reviewed for needed documentation which includes 3 references (CLS-F004), , social security card, photo ID and Permission to Release Education Records ([CLS-F002](#)) or diploma, GED or DD214.
 - 5.3.1 Incomplete applications will be held for one fiscal year and then shredded.
- 5.4 Applications received for clerical, accounting associates/bookkeepers are sent a letter to schedule an appointment for testing of minimum qualifications.
 - 5.4.1 Applicants passing the test are placed in an applicant pool to be considered for future employment consideration.
- 5.5 Applications received for educational assistants must meet the highly qualified status by meeting one of the three requirements: passing the ParaProfessional Assessment or 48 semester hours or an Associates degree or higher.
 - 5.5.1 Applicants are then placed in applicant pool for future employment consideration.
- 5.6 Applications received for custodial, maintenance, cafeteria monitor and warehouse positions are rated based on work experience and references.
 - 5.6.1 Applicants are then placed in applicant pool for future employment consideration.



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5.7 Applications received for bus drivers and bus aides are placed in an applicant pool to be considered for future employment.

5.7.1 Copy of the application is forwarded to transportation.

5.7.2 Transportation informs applicant of training date (applicants are not considered for employment until after training and receipt of Commercial Drivers License).

5.8 Applicants are notified in writing of their testing results/status.

5.8.1 Applicants failing the test are informed they have 30 days to retake the test.

5.8.2 Applicants rated poorly are notified of their status.

5.9 Completed applications are transferred to appropriate file room.

6.0 ASSOCIATED DOCUMENTS:

6.1 Web based Classified Application for Employment

6.2 Criteria Sheets (CLS-F006, F007, F008, F009)

6.3 Score Sheets (CLS-F010, F011)

6.4 Classified Staff Employment Reference Request (CLS-F004)

6.5 Permission to Release Educational Records ([CLS-F002](#))

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Hired Employee Applications with associated documents	Human Resources File Room	Indefinitely	Permanent	Secured Office
Non Hired Employee Applications with associated documents	Human Resources File Room	2 years	Shredded	Secured Office

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
2/06/04		Initial Release
3/23/05	A	Remove CMCSS web site from 5.1, add located on computer in 5.3, rewrite 5.4. add 5.4.1, add accounting associate & bookkeeper to 5.5, add cafeteria monitor & warehouse & remove HUM-F010 in 5.6, switch



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		5.8 & 5.9 and add new 5.8, renumber, replace 6.3 & add 6.4-6.6, clarify retention table, update flowchart
4/26/07	B	Add 4.2, update to reference online employment application, remove obsolete forms, revise flowchart
5/30/07	C	Update 5.3 by removing birth certificate and driver's license and adding photo ID

9.0 FLOWCHART:

9.1 A flowchart detailing this process can be found in "Exhibit A" of this procedure.

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