

## **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](http://www.cmcss.net). The employment tab is located in the upper right hand corner of the page.

### **How do I submit an application?**

- Please go to our website [www.cmcss.net](http://www.cmcss.net). The employment tab is located in the upper right hand corner of the page.
- You will see a link on that page for “begin application”. Click on that link in order to begin or modify your application.
- Once you complete your application and upload the required supporting documents, click on the link “finish and submit” at the bottom of the page.

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

- Copy of Transcripts (Even if degree is not posted yet)
- Copy of Praxis test results or content testing that was required in the state you originally obtained your teaching license.
- Minimum of One Reference form or letter of recommendation from current or most recent supervisor – preferred from Principal, University Supervisor, or Mentor Teacher. This reference can be on the Clarksville-Montgomery County reference form available on our website or on professional letterhead.  
**If you previously worked for CMCSS, you are required to provide a reference from your principal or supervisor at the time you ended employment with our district.**
- Copy of Teaching Certificate or Letter of Support from your University stating the endorsement area you will be eligible for and the anticipated date you will complete all requirements.

### **How will I know when my application is complete?**

- You will receive an email once your application has been processed by HR personnel and approved by the Director of Educator Quality.

### **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 is no way to predict when/if one will be called for an interview.

### **How long are applications kept on file?**

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

**How do I reactivate my application?**

Login to your online application and update it with any information that has changed and/or new positions of interest.

**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 are qualified. There is no need to re-apply for each new opening; however we encourage applicants to update their application periodically to communicate continued interest to principals and supervisors. This is very important during the busy hiring season.

**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.

**Can I retake the online questionnaire?**

- No, the online questionnaire can be completed only once.

**What if I am interested in substitute teaching?**

- Please indicate your interest in subbing when you complete the online application. For more information contact Shara Sohn at 931-920-7424.