

ROME CITY SCHOOLS

www.rcs.rome.ga.us

INSTRUCTIONS

We thank you for your interest in employment with the Rome City School System. We recommend carefully following the guidelines below so that we may quickly process your application and give you consideration for employment. Failure to follow the guidelines may result in a delay in the processing of your application.

The Application Form:

1. Please complete **all** information requested on the application form.
2. We encourage you to attach all relevant transcripts and certification(s) to your application. Official transcripts may be required if a job offer is extended.
3. Applicants may submit any supporting data they wish to be considered with the application. Supporting data may include: resume, certificates of recognition or academic excellence, service awards related to the teaching profession, etc. Please submit only copies as these documents will not be returned and will be made a part of the application file.
4. Applications are stamped with the “date of receipt” when they arrive in the Human Resources office. **An application will remain active with our system for one year from the date of receipt.** After this time frame has expired, applicants will need to reapply for employment consideration.

Interviews:

After the initial screening of your application, the Human Resources department will ensure that it is forwarded to the appropriate department for employment consideration. Should you be selected for an interview, you will be contacted directly from the respective hiring manager / principal. **Applicants are requested to refrain from contacting principals directly to check application status / vacancies.**

Employment:

Current Georgia law requires that a candidate be fingerprinted upon the acceptance of employment in a public school system. Employment in the school system is temporary pending receipt of an acceptable background check. Employees / candidates are responsible for the cost of the background check and any fees associated with obtaining a required clearance certificate and any subsequent certifications.

An offer of employment is not final until the applicant is recommended to and approved by the Rome Board of Education. This must occur in an official meeting of the school board.

Certification:

Current information regarding Georgia requirements for an educator certificate may be found on the website of the Georgia Professional Standards Commission (PSC) at: www.gapsc.com.

Applications for employment can be submitted electronically or in person.

**Rome City Schools Administrative Office
508 E. Second Street
Rome, GA 30161**

HR Team Email: hr@rcs.rome.ga.us

In compliance with the "Georgia Smoke Free Air Act of 2005" we are notifying all prospective employees that the Rome City School System is a "tobacco free" work environment as per Rome Board of Education policy JCDA.

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