



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 Classified Representative – Applications & Transfers

3.0 APPROVAL AUTHORITY:

- 3.1 Director of Classified Employment or HR Designee

4.0 DEFINITIONS:

- 4.1 Classified Employee: All CMCSS employees paid hourly.
- 4.2 ParaProfessional Assessment: (www.ets.org/parapro) Confirms that paraprofessionals meet “Every Student Succeeds Act” requirements.
- 4.3 CMCSS: Clarksville-Montgomery County School System

5.0 PROCEDURE:

- 5.1 Applicant completes application online at www.cmcss.net/employment.
- 5.1.1 Applicant submits application electronically.
- 5.1.2 Applicant submits required supporting documentation.
- 5.2 Applicant profile is reviewed by Classified Rep. for Apps & Transfers
- 5.2.1 If profile is not complete, applicant is notified via email of required information/documentation to be submitted.
- 5.2.2 If applicant meets minimum qualifications and all supporting documents are received then the application is processed and approved by Classified Rep, making the applicant eligible for an interview. Supporting documents include:
- 5.2.2.1 Transcripts, diploma, GED or DD214 (must reflect HS graduation).
- 5.2.2.1.1 Applicants for educational assistant positions must meet the highly qualified status through one of the three requirements: passing the ParaProfessional Assessment, completion 48 semester hours of higher education, or proof of an Associate's degree or higher.



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5.2.2.2 Supervisor reference (current or former)

5.2.2.2.1 Former CMCSS employees are required to have their most recent CMCSS principal or supervisor complete a reference form

5.2.3 If there are legal or employment issues, the Classified Rep. forwards the application to Director of Classified Employment or HR Designee for consideration and/or approval.

5.2.4 Applicants are notified via email of their application status.

5.2.4.1 Approved applicants are added to the pool for the position supervisor's consideration to interview.

5.3 Applicants for Bus Driver Training will go through a preliminary HR review before being invited to an interview/interest session where fingerprints are scheduled.

5.3.1 Once prints clear, transportation will recommend the applicant to HR for Driver Training.

5.3.2 Trainees will have 35 days to obtain CDL. Once licensed, a recommendation for permanent driver will be submitted to HR.

5.3.2.1 If applicant is not being hired as a trainee with the 35-day training parameter, they will have 4 months to complete driver training. If training is not completed within 4 months, they will be required to pay for new fingerprints.

5.3.3 Applicants who fingerprint, but do not complete training are still responsible for the fingerprint fee.

5.4 Incomplete applications will be deactivated after one calendar year or when the position has been filled

6.0 ASSOCIATED DOCUMENTS:

6.1 Web based Classified Application for Employment

6.2 Classified Staff Employment Reference Request ([CLS-F004](#))

6.3 Request for Transcript Form ([REC-F003](#))

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
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Hired Employee Applications with associated documents	DocuPhase	Indefinitely	Permanent	Secured Office
Non Hired Completed Employee Applications with associated documents	Classified Rep/Apps & Transfers files	1 year	Deleted	Secured Office and/or TalentEd Applicant System
Incomplete Application files	Classified Rep/Apps & Transfers files	1 year	Deleted	TalentEd Applicant System

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 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
5/15/12	D	Per Sharon A. & Shara S.- see attached edits
9/5/12	E	Additional bullet added in 5.2.2
10/8/14	F	Updated section 5.2.2 to include process if there are legal or employment issues
10/5/16	G	Replaced HRD with CHRO throughout.
9/15/17	H	3.1, 5.2.2: Removed CHRO, added Classified Employment and Substitute Coordinator or HR Designee. 5.3: added "educational assistants". Added 5.3.2 and 5.3.3. 5.4: Removed "and additional testing". Removed 5.4.1. 5.5: added "required to submit proof of high school education and two completed reference surveys". Removed 5.6.1, 5.7, 5.7.1, and 6.2. Updated flowchart.
11/8/18	I	Removed flowchart. 5.8, replaced "hold for" with "deactivated after" and removed "and then shredded". Removed 5.3.3. Replaced "file" with "profile" throughout. Replaced "Classified Employment and Sub Coordinator" with "Human Resources Coordinator" throughout.



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10/23/19	J	Changes to 5.2.2, 5.2.3, 5.3 and 5.4.
9/10/20	K	Changes made to 4.2, 5.1, 5.2.4.1, 5.3.2, 5.3.3, and Document Storage.
9/14/21	L	Minor changes throughout (5.2.2.1, 5.2.2.1.1, and 5.3) and changes to document storage.
9/22/22	M	Updated items in 5.3 relative to bus driver hiring processes. Updated supervisor reference in 5.2.2.2 to be a current or former supervisor.
11/13/23	N	Added 5.3.2.1 about the timeline in which to complete driver training if a driver is being hired as a trainee. Updated titles.

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