

Jackson County School District
Human Resources 850-482-1200
2903 Jefferson Street, P.O. Box 5958, Marianna, FL 32447

Required Forms and Other Information

All Applicants for Full Time Positions:

- Online (Paperless) Application –
www.jcsb.org - NO PAPER APPLICATION ACCEPTED

Application for Substitutes and other part-time employment

- Pick-up employment packet from Personnel Department at Jackson County School Board, 2903 Jefferson Street, Marianna, FL
 - Proof of education (high school diploma, college transcript as applicable)
 - Verification of Praxis Para Pro exam if applicable
 - Substitute Bus Drivers will need to provide a copy of their Commercial Driver's License

- It is the applicant's responsibility to make sure his/her application is complete. Check the website to verify documents have been received and application is complete.

➤ **IF YOU ARE RECOMMENDED FOR A POSITION YOU WILL NEED TO COMPLETE THE FOLLOWING:**

- Schedule an appointment with the HR Department to complete required pre-employment forms. (Personnel Record Sheet, W-4, I-9, Retirement Form, etc.)
- Present your Social Security Card and State issued Driver's License/ID Card for payroll and ID verification
- Be prepared to have your photograph taken for your employee ID Badge
- Information regarding Insurance and other benefits will be provided to the employee
- Information regarding the Fingerprinting process will be provided to the applicant. ALL job offers are contingent pending results of the applicant's criminal background check. The applicant pays the cost of the fingerprinting process.

TEACHERS (Certification/Education)

- Teachers will need to present their Florida Teacher Certificate OR Statement of Eligibility OR proof that an application to the Florida Department of Education has been made for a certificate in the appropriate field of the vacancy for which the applicant is applying.
- Official Transcript (must have degree conferment date – exception: applicants who have just graduated or soon to graduate and conferment date has not been posted) *Note: before employment can begin, an official transcript with the degree posted must be received.

OTHER APPLICANTS

- Most non-instructional job descriptions require proof of high School diploma or GED, if required a copy will be needed for the personnel file.
- Paraprofessionals will need to present verification of Praxis Para Pro exam if applicable
- Bus Drivers will need to present a copy of their Commercial Driver's License.

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➤ **PROBATIONARY PERIOD INFORMATION**

- **TEACHERS**: In accordance with F.S. 1012.33(3)(a)4. For any person newly employed as a member of the instructional staff after June 30, 1997, the initial annual contract shall include a 97-day probationary period during which time the employee's contract may be terminated without cause or the employee may resign without breach of contract.
- **NON-INSTRUCTIONAL PERSONNEL**: In accordance with the Master Contract between Jackson County Educational Support Personnel Association and Jackson County School Board, Article 4.1 New employees: At the end of the first ninety (90) days of employment, new employees so recommended by the Superintendent will be offered an annual contract and shall be afforded the protections of the Collective Bargaining Agreement. (See Articles 4.2 and 4.3 for additional information regarding types of contracts.)

The Jackson County School Board is committed to providing equal educational and employment opportunities. In accordance with the laws of the State of Florida and the United States of America, we do not discriminate on the basis of race, national origin, sex, handicap, marital status, age, religion, or disability. Job applicants who want information about hiring practices or believe their application was not given fair consideration as required by law should contact the Human Resource Office at: P.O. Box 5958, Marianna, FL 32446, 850-482-1200 extension 209.

Disabled Individuals who require accommodations to participate in the employment process should contact the Human Resource Office in advance to request accommodations.

COLLECTION OF SOCIAL SECURITY NUMBERS: Jackson County School Board is requesting your social security number for the following specific purposes: to process and report wages pursuant to the Social Security Administration Act; to report income pursuant to the Federal Department of Internal Revenue Service; to initiate and process applicant or employee background checks to include consumer reports, educational institutions, government agencies, companies, corporations, and credit reporting agencies in compliance with the Fair Credit Reporting, for Drug Screening Test Identification; and to process your employment benefits/retirement.