

MARION COUNTY BOARD OF EDUCATION  
188 Winchester Drive  
Hamilton, Alabama 35570  
Phone: (205) 921-3191

Information For Making Application For A Non-Certified Position

Your expressed interest in employment with the Marion County School System is appreciated. The following information is given to explain procedures for making application for non-certified positions. The applicant assumes responsibility for ensuring that all required data is on file.

1. An application form is sent to any person who requests it regardless of the vacancies that might exist or the number of applications that may be on file.
2. Please complete the enclosed application form and return it to the Superintendent's office. The application should be filled out completely. Application forms may not be reviewed for employment purposes until all requested data is on file.
3. A resume is suggested with your completed application if you are applying for secretary, aide, or maintenance positions. Instructional aide positions require either: an Associate's Degree, a transcript from an accredited institute of higher learning showing 48 hours, or passing Work Keys at any college. You should include copies of any information that will support your application. This information may be, but is not necessarily limited to, recognitions, awards, presentations, media clippings, and examples of innovative student work among others. Include copies only since this material cannot be returned. Also, all applicants must include a copy of their social security card.
4. Please use the forms provided for recommendation from your most recent employers and others knowledgeable of you and your skills should be sent to the Superintendent's Office. A minimum of three references is required. It is your responsibility to make sure these are filled out and turned in.
5. Your application will be processed and filed according to job title. It will be considered when vacancies occur in the area(s) for which you qualify. Should it be necessary for you to inquire about your application, please state the approximate date that you applied and the position for which application was made.
6. A personal interview is required before final consideration can be given an applicant. Interviews will be conducted only after positions are officially posted by the Board. Only applicants seriously considered for employment based on Employment Application Form Data and References shall be interviewed. The Superintendent or designee shall arrange such interviews.
7. It is the policy of the Board to promote and maintain equal employment opportunity in accordance with applicable laws and regulations with regards to employment, promotions, compensation, training and other areas of employment without regard to age, sex, race, religion, physical handicap, ethnic group or national origin. Candidates for positions with the Board will be selected for employment on the basis of the candidate's qualifications for the position, the candidate's ability to do the specific job.
8. Writing Sample- As a part of the interview process, applicants for secretarial and aide positions may be asked to complete a writing exercise in your handwriting at the Board Office. This may be done before or after the interview. When completing your writing sample, you will need to give attention to sentence structure, grammar, punctuation, word usage, etc.
9. Your Application will remain active for a period of no less than 12 months from the date of submission and inactive for one additional year. Applications may remain active for an additional year upon written request by the applicant.
10. A tuberculin skin test is required for all new employees at the employee's expense.
11. There may be other requirements for specific areas of employment. These will be listed with the official posting of the vacancy or explained in the interview process.

Thank you for your interest in the Marion County Schools.