



**CHEROKEE COUNTY
BOARD OF EDUCATION
130 EAST MAIN STREET
CENTRE, ALABAMA 35960
TELEPHONE (256) 927-3362**

APPLICATION PROCEDURE FOR SUPPORT PERSONNEL

- 1) Complete the Support Personnel Application for Employment Form. All information on the application should be completed accurately. Names, dates, and addresses should be given in full.
- 2) The Applicant Reference Form should be sent to the three references that you list in the References section on the Application for Employment. Individuals completing the reference form should fully complete the form and then mail to the Cherokee County Board of Education, 130 East Main Street, Centre, AL 35960.
- 3) Submit the entire application packet:
**Cherokee County Board of Education
130 East Main Street
Centre, AL 35960**
- 4) Regularly check for job vacancy postings. All vacancies are posted at:
 - a) The Cherokee County Board of Education Central Office
 - b) www.cherokeek12.org
- 5) It is the applicant's responsibility to submit a letter of interest and resume to the local school principal where vacancies occur.
- 6) All complete applications are considered active for one year only. They will be reactivated by request.
- 7) The Central Office hours are from 8:00 A.M. to 4:00 P.M., Monday through Friday.
- 8) The following will be required upon employment:
 - a) A copy of your **high school and college transcripts**.
 - b) A copy of your **social security card**.
 - c) A copy of your **driver's license**.
 - d) A copy of your **verification of meeting Alabama No Child Left Behind Act requirements for highly qualified paraprofessionals**, if applicable.
 - e) **Authorization and Agreement for Background Check** should be signed and dated.