



# COAHOMA COUNTY SCHOOL DISTRICT

Committed to Caring...Dedicated to Excellence

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## Procedures for Online Application and Process for Hiring

Dear Applicant(s):

We are excited that you are interested in becoming a part of our professional staff. The following details concerning our applications and hiring process are provided; to ensure that your application is complete and to ensure a smooth and efficient hiring process.

The following criteria must be met before consideration for employment:

**A complete Application Packet consisting of the following:**

1. Online application **completed**
2. Cover letter
3. Resumé
4. Official College Transcript(s): Bachelor's and Graduate work
5. Official State of Mississippi Educator License
6. Three completed reference surveys from **current and/or former supervisors**  
**(a)Note: current and or former professors and supervising teachers are acceptable, but friends and family members are not.**
7. Completed verification of teaching experience form(s) from all prior districts

**Contracts will be formulated based upon verified years of teaching experience.**

**Note:**

- **You will receive feedback on the application process through e-mail. Interviews will be scheduled after your online application is complete. All interviews will be scheduled through the School Recruiter Online Application System.**
- **Before employment, candidates must bring to the Central Office one of the following documents for E-Verification: Driver's License, State I.D., or Passport, and Social Security Card.**

THE COAHOMA COUNTY SCHOOL DISTRICT DOES NOT DISCRIMINATE. IT IS OUR POLICY THAT NO CITIZEN OF THE UNITED STATES OR ANY OTHER PERSON WITHIN THE JURISDICTION THEREOF SHALL, ON THE GROUNDS OF RACE, COLOR, SEX (INCLUDING SEXUAL HARASSMENT), AGE, DISABILITY, VETERAN STATUS, RELIGION, NATIONAL ORIGIN OR SEXUAL ORIENTATION, BE EXCLUDED FROM PARTICIPATION IN, BE DENIED THE BENEFITS OF, OR BE SUBJECT TO DISCRIMINATION IN EMPLOYMENT OR UNDER ANY EDUCATIONAL PROGRAM OR ACTIVITY OF THE COAHOMA COUNTY SCHOOL DISTRICT.