
APPLICATION PROCESS (HRS-P002)
DCSS – Human Resource Services

1.0 SCOPE:

- 1.1 This procedure applies to any individual requesting to complete an application for employment and selecting individuals to be added as potential substitutes.

The online version of this document is official. All printed versions are uncontrolled copies.

2.0 RESPONSIBILITY:

- 2.1 Director of Human Resources

3.0 APPROVAL AUTHORITY:

- 3.1 Director of Human Resources

4.0 DEFINITIONS:

- 4.1 HRS – Human Resource Services
4.2 DCSS – Dougherty County School System
4.3 AESOP – Automated Educational Substitute Operator
4.4 BOE – Board of Education

5.0 PROCEDURE:

- 5.1 Individuals entering Human Resources, or requesting an application for employment through the mail, or on the website are required to complete the application and all related forms and return them to the Human Resource Services (HRS).
- 5.1.1 HRS may work with the individual to help them understand the application process, the necessary steps to take, and the required documentation to allow the DCSS to make an informed decision on their employability.
- 5.2 Once the application, and related documentation, is received back in HRS, it is reviewed to ensure that the information received is complete and accurate. If the application process is accurately completed, then it is filed for further reference. If the application is not complete and/or there is false information, then it is either corrected with the applicant, or discarded.
- 5.3 If the applicant for employment is eligible for the substitute list and the application is properly completed, then the HR clerk will add the name of the applicant to the draft board agenda and submit to the Executive Director of Business Services for review and approval.
- 5.3.1 If approved by the Executive Director of Business Services, then the agenda is sent to the Superintendent for approval. If approved by the Superintendent, then the agenda is submitted for board approval.
- 5.3.2 If approved by the BOE, they are listed as qualified for substitution and may or may not be hired by the school system. If not approved by the Superintendent or the BOE, then the process ends.

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5.4 The application and related documentation is filed until a vacancy opens. Once an approved job requisition per HRS-P001 is received for a specific vacancy, HRS will pull the needed files; make appropriate copies and forward to the principal requesting the position.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Application and associated forms
- 6.2 Personnel Action Form – HRS-F002
- 6.3 Board Meeting Minutes approvals
- 6.4 Hiring Process – HRS-P001
- 6.5 Exhibit “A” of this procedure – Process Flowchart

7.0 RECORD RETENTION TABLE:

Identification	Storage	Retention	Protection	Disposition
Applications and related forms	Hard Copy in the HRS	Life of employment plus three years, minimum	Maintained in a secure location	Shred
Recommendation Forms	Hard Copy in the HRS	Life of employment plus three years, minimum	Maintained in a secure location	Shred
Board Meeting Minutes (Approval of positions)	Hard Copy in the Superintendent's Office	Minimum 3 years	Maintained in a secure location	Shred

8.0 REVISION HISTORY:

Date:	Rev.	Description of Revision:
15-Dec-02	A	Initial Release
24-Apr-06	B	Changes in sections 5.1, 5.3, 5.3.1, and 5.3.2.

Note: Process Flow Chart Begins On Next Page.

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Exhibit "A":

