## **Employment Information**

### Interested in working for Ashe County Schools?

Thank you for your interest in Ashe County Schools. *The Ashe County School System is an equal opportunity employer and does not discriminate on the basis of race, color, religion, gender, age, disability or national origin.* 

When a position becomes available, it is posted to the Ashe County School website under Employment (as well as with Ashe County <u>NC Works</u>). Vacancy announcements generally include a short description of the position, the location of the position, minimum qualifications (such as licensure requirements), general duties, and a closing date.

#### How do I apply for a position with Ashe County Schools?

Persons should submit an online application through the <u>Applicant Tracking</u> system.

#### What information will I need to have available when applying for a position?

- When applying for a position you will need to have the following information readily available:
- Personal information
- Academic history
- Teacher Licensure information (if applying for a licensed position)
- Praxis/Pearson scores (if applying for a licensed position)
- Employment history
- Resume
- Cover letter
- Three (3) references and contact information

# What if I need assistance with creating a NC School Jobs account or need assistance applying for a position?

If you need assistance in applying, please contact Ashe County Schools Human Resources at 336.246.7175.

Roy Putman	Marica Elledge
Human Resources Director	Assistant Human Resources Director
336.246.7175 ext. 227	336.246.7175 ext. 228