

Classified Employment Information Sheet

Hello, please see information below on how to become an employee with Phenix City Schools.

All new hires with Phenix City Schools are required to complete_an Alabama Department of Education background check. Click on this link to register and pay to have your background check done, <u>https://www.aps.gemalto.com/al/index_adeNew.htm</u> and fill out the required information. There is a fee of \$48.15 for Alabama residents and \$56.15 for out of state residents. The fee has to be paid during this transaction. After you complete this step, you can by our office to have your fingerprinting done.

Location:	Address:	Hours:	Hours: (Tugs & Thurs)
Phenix City Board of Education	1212 Ninth Avenue Phenix City, AL 36867	(Mon., Wend., & Fri.) 8:30 am – 11:30 am	(Tues. & Thurs.) 12:00 pm – 3:30 pm

> Application

www.alsde.edu/teachinalabama

Applicant Login/Create Account

Enter your information

My Application Applicant Type

Classified: for Teacher Aide, Paraprofessional, Custodian, Maintenance, Nurse, Child Nutrition Worker (CNP), Substitute Teacher, Secretary, Bookkeeper, Office Staff **Be sure to select** District 2 under "Where do you want to work"

<u>Apply</u> for Teaching job by following the steps below:

- Click on Jobs
- Click on All Jobs
- Click on Sort by Job Title by clicking on the words "Job Title"
- Click on Select View/Apply for Teaching Position
- Click on Apply