# 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, https://www.aps.gemalto.com/al/index_adeNew.htm 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: <br><br> Phenix City Board of Education | Address: <br><br> 1212 Ninth Avenue <br> Phenix City, AL 36867 | Hours: <br> (Mon., Wend., & Fri.) <br><br> 8:30 am – 11:30 am | Hours: <br> (Tues. & Thurs.) <br><br> 12:00 pm – 3:30 pm |
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➢ **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"

   **Apply** 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