

VIGO COUNTY SCHOOL CORPORATION
TERRE HAUTE, INDIANA

File: **GDD**

CLASSIFIED STAFF HIRING

EQUAL OPPORTUNITY EMPLOYMENT

The Vigo County School Corporation will provide equal opportunities for employment and advancement of all individuals as stated in Policy GBA.

APPLICATION FOR EMPLOYMENT

Prior to the selection of any classified employee, his/her application shall be filed with the Director of Personnel. The application shall include complete details regarding the applicant's training and experience, references, and necessary personal information as may be required. All applications for employment shall be made on prescribed forms supplied by the school corporation.

INTERVIEWS

When practical, prospective classified employees will be interviewed by the Director of Personnel or his designee. Supervisors or principals will interview candidates for positions in their buildings and will recommend their selection to the Director of Personnel.

CANDIDATE NOTIFICATION

All candidates interviewed for a particular position will be notified in writing when an applicant has been selected and approved by the Board.

EFFECTIVE DATE OF EMPLOYMENT

The effective date of employment for all classified personnel employed by the Vigo County School Corporation shall be the first day of the next payroll period following the Board Meeting when the election takes place.

Adoption Date: May 25, 1977; Revised: April 30, 1992

Legal Ref.:

Cross Ref.: