

RUTHERFORD COUNTY SCHOOLS INSTRUCTIONS FOR ON-LINE APPLICATION

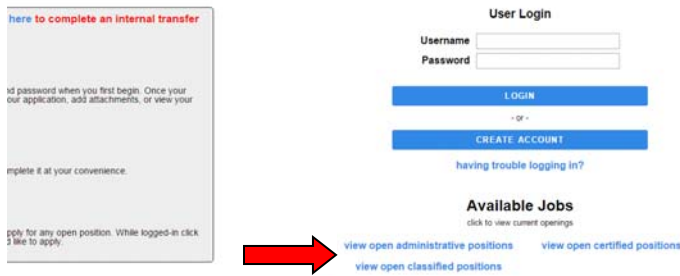
1. Go to RCS web site at www.rcschools.net
2. Click on Employment.



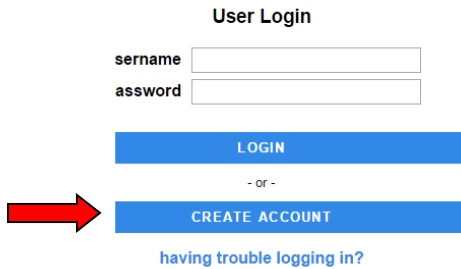
Click **HERE** for open positions

3. Click on “Click HERE for open positions” Human Resources (you will be directed to the online application page)
4. From this page, you can view the Classified, Certified, or administrative available positions.

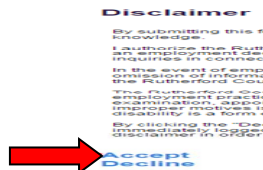
Rutherford County School District Standard Application



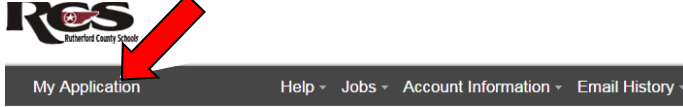
5. In order to apply you must create an account if you do not have one.



6. Once you have created an account using your selected *username* and *password*, you will be prompted to accept or decline disclaimer.



7. You will be directed to the welcome page, select “My Application” on the top gray tool bar.




Application Help

Welcome to the Online Application System for Rutherford County School District

This page will guide you in filling out the online application. If you ever need to return to this page, you can click on Help.

8. You will be required to complete the application. To verify you have completed the

application you can click on the  icon. You will be informed if there is any missing information.

9. Once your application is complete you may begin applying for positions. Select jobs tab to view the open positions.

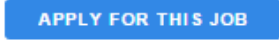



Application Help

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10. To view a job description and to apply select . If you would like to

apply for the position select . To log out simply click on the  icon located at the top right corner of the page.

11. Once you have expressed an interest in a specific position, principals will be able to review your online application.
12. Following a review of all interested applicants, principals will call to schedule interviews with the selected applicants.
13. You may apply for several jobs –there is no limit.

If you require further assistance call 615-893-5812 ext. 22008