

## Ocean Springs School District Employment Application Process

Use each step as a guide.

1. After going to our website at [www.ossdms.org](http://www.ossdms.org), click on “District” heading.
2. Go to Employment and scroll down to vacancies.
3. Click available position to read detailed job description.
4. Applicant should email a letter of interest and a resume’ to the principal/location of position.
5. Select the application required for the position
6. Complete all sections on the application and submit to the Personnel Department at the Central Office Building 2300 Government Street with all of the following items:
  - **Certified**
    - Official sealed transcripts of all college work
    - 5 completed reference forms (see note below)
    - Copy of all test scores required for licensure
    - Valid Mississippi Teaching License
    - Signed release for background and questionnaire
  - **Classified**
    - Official sealed transcripts of all college work (if applicable)
    - 3 completed reference forms (see note below)
    - Copy of all test scores required for position
    - Signed release for background and questionnaire

Please note, reference forms should be given to references to complete and either mail or fax in to our office. Fax No. 228-875-1775