

# FREQUENTLY ASKED QUESTIONS (FAQs)

**How do I know if my application was successful?**

*You will be given a 5-digit number at the completion of the online application. This is confirmation that your application was successful. It is important to keep this number in a safe place for easy retrieval.*

**I've misplaced my 5-digit number, how can I retrieve it?**

*Unfortunately, you will not be able to access your application. The good news is, you can obtain a copy of your 5-digit number from the Human Resource Services (HRS) Division-Bldg. B by presenting valid a photo ID.*

*HRS is located at 1907 S Floral Avenue, Bartow, Florida 33831.*

**When I completed my application, I was asked to complete and submit a *Quality Counts Survey*, is this required?**

*If you are seeking an instructional position with the District, you must complete and submit a survey. You may fax, mail, or email the survey to [qualitycounts@polk-fl.net](mailto:qualitycounts@polk-fl.net).*

*This survey is vital part of our application process. The survey is used to assess your certification status. Without this document, your eligibility for hire will be delayed.*

**When will I know the status of my application?**

*Our goal is to have your results available as soon as possible so that you receive your official notice within 7-10 business days from date we received your survey. However, during our peak season, this timeline may need to be extended.*

**Who do I contact to find out updates regarding freezes, hiring, etc?**

*We encourage all applicants to visit our website for updates and postings. To view updates and/or postings go to [www.polk-fl.net](http://www.polk-fl.net).*

**How can I update the information I reported on my Quality Counts Survey?**

*Please do not submit a new survey. If you have additional changes or updates, please email these updates to [qualitycounts@polk-fl.net](mailto:qualitycounts@polk-fl.net). Please also include your Polk County School Board 5-digit application ID #.*

If you are an **instructional applicant** and have additional questions regarding employment, please email your questions or concerns to [qualitycounts@polk-fl.net](mailto:qualitycounts@polk-fl.net). You may also contact a Recruiter by calling 863-534-0781.