2011-2012 Polk County Schools Hiring Process

Step 1- Complete an Approved Education Program

a. Obtain an official transcript reflecting a conferred degree **or**

b. Obtain a letter from the College stating that you have completed all of the program requirements and met all financial responsibilities.

Step 2- Apply for State Certification

a. Apply for Florida Certification at www.fldoe.org/edcert. Click Apply.

b. Send an official transcript to the Florida Department of Education(FLDOE). If applicable, send a copy of your valid Out-of-State Certificate.

c. Obtain or be deemed eligible to obtain a Florida full-time teaching Certificate.

Step 3- Review the Online Application Process

a. Go to http://www.polk-fl.net/employment/onlineapplication.htm to view the *First Time Users who are Non-employees tutorial*.

b. Review the additional helpful information on the *Online Application* page .

Step 4- Apply for Employment

Go to www.polk-fl.net to access, complete, and submit the online application.

Step 5- Complete the Applicant Screening Interview

Complete the Teacher Insight Interview.

Step 6- Apply for Position(s) of Interest

Use the job browser to apply for positions for which you are fully qualified.

Step 7- Secure an Interview

a. Contact School to accept Interview Invitation.

b. Attend the interview.

Step 8- Secure a Position

Accept a position.

Step 9- Complete All Pre-employment Steps (You will receive email notifications.)

a. Download and complete the Pre-employment paperwork.

b. Attend your Greet and Meet Appointment (GAMA).

c. Complete drug screening and fingerprinting.

d. Access and complete the online *New Employee Orientation* (NEO) training.

Obtain a "Start Date"

You will *not* be assigned a "Start Date" until **all** requirements are met.