Frequently Asked Questions

1. **What is the difference between classified and certified applications?**
   ◊ **Certified** – Select this option if you are applying for a teaching position or other position that REQUIRES an Arkansas Teaching License such as Administrator, Classroom Teacher, Media Specialist, Counselor, Coach, Speech Therapist, School Psychology Specialist, or Learning/Curriculum Specialist. These positions typically require specific licensure or documentation of Highly-Qualified status under the No Child Left Behind Act of 2002.
   ◊ **Classified** – Select this option if you are applying for a position that DOES NOT REQUIRE an Arkansas Teaching License, such as positions in the Business Office, Secretary, Food Service, Maintenance, Technology, Paraprofessionals, and Nursing. Some positions may require specific licensure or documentation of Highly-Qualified status under the No Child Left Behind Act of 2002.

2. **What is the application/employment process?**
   Please see "Applicant/Employment Process" instructions.

3. **How long will it take me to complete an application?**
   The average application takes 45 minutes to complete. If you are completing an administrative or certified application, it may take longer.

4. **I submitted an application, and have not yet heard back. Will I be contacted for a job interview?**
   Unfortunately, due to the large volume of applications we receive, we are unable to respond personally to or contact all applicants. Personnel will review your application. Should your qualification match our staffing needs, and you are selected for an interview, we will contact you directly. ***Due to the large volume of qualified applicants, we are unable to interview everyone, thus it is very important to list all your experience and qualifications on your application.***

5. **I forgot my login password, how do I get it?**
   Please go to the "Forget your password?" Click "here" section at the bottom of the login screen. There are several options listed to recover your password.

6. **How long does an application stay on file if I don't hit the submit button?**
   An application that is not submitted within **7 days** will be discarded. You must submit your application within 7 days of beginning the application process. Information not submitted within 7 days will be discarded, however, your username and password will remain active.

7. **How long will my application be active?**
   Once submitted, your application is active for one year. To keep your application active, please update, review, and submit your application again within a year.

8. **How do I add a job to my existing online application?**
   Please see "How to update your online Application".

9. **If I have already submitted my supporting documents, do I need to do it again to apply for additional positions?**

    No. Your documents are permanently attached to your application and can be viewed by our administrators.

10. **How do I find out if you have received my supporting documents, or if the documents I have uploaded are viewable?**

    You can view submitted documents and reference status by logging in and check application status.

    Please contact us at personnel@cps.k12.ar.us and we would be glad to assist you.

11. **I am not having success uploading my supporting documents, what should I do?**

    Email it to us at personnel@cps.k12.ar.us or send by regular mail to:

    Cabot Public Schools

    Personnel Department

    601 North Lincoln

    Cabot, AR 72023

12. **Why can't I fax my supporting documents?**

    The quality is usually poor and can make documents unreadable.

13. **I have questions about a position, who do I contact?**

    Please email us at personnel@cps.k12.ar.us and we would be glad to answer any questions.

14. **How do principals and hiring managers view my online application?**

    Principals are able to log into the online application database. They can see your name and contact information, references, employment history, education and jobs for which you've applied. They cannot see any personal information including your criminal background, date of birth, or any other information that could cause discrimination.

15. **Do I need to have a personal email address in order to apply online?**

    Yes, a personal email address is required, as information regarding the status of your application is sent via email.

16. **I don't have my final transcripts yet, what should I do?**

    Submit a copy of your unofficial transcripts for your completed coursework.

ABOUT REQUIRED DOCUMENTS:

CERTIFIED APPLICANTS

Must provide three (3) Professional References **and** two (2) Personal Letters of Recommendation. We must have at least 2 letters of recommendation that are NOT from individuals you have provided as professional references. You may provide additional professional letters of recommendation if you wish.

CLASSIFIED APPLICANTS

Must provide Three (3) Professional or Personal References. Letters of Recommendation are optional.

What if I don't have three (3) professional references?

It is best to have three (3) professional references. Most hiring managers will also contact current and previous employers for references. You will need their name, job title, telephone number and email address. Our references are sent out electronically, so an email address is important.