

Non-BOE Employees

Process to Apply for ASP Employment

1. Go to the Houston County BOE Human Resources Department Page

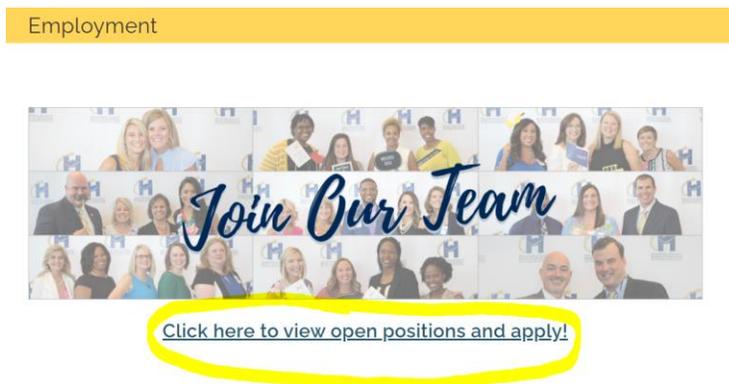
<https://houstoncountys.schoolinsites.com/humanresources>

2. Click on Employment

Are you looking for...



3. Click on the "Click here Apply" link.



4. Find the Job Listing named After-School Program Part Time Staff. It may be the last on the list so on the last page of the total listings.
5. Click on Apply.

Job Title	Posting Date	Category	Department	Action
Journeyman I - Carpet & Tile	07/08/2022	Maintenance	WARNER ROBINS MAINTENANCE DEPARTMENT	Apply
Journeyman II - Maintenance Teams	07/08/2022	Maintenance	WARNER ROBINS MAINTENANCE DEPARTMENT	Apply
Custodian - Kings Chapel Elementary	07/06/2022	Classified	KINGS CHAPEL ELEMENTARY SCHOOL	Apply
Lunchroom Monitor	06/30/2022	Lunchroom Monitor	TO BE DETERMINED	Apply
After-School Program Part Time Staff	06/29/2022	Rated	TO BE DETERMINED	Apply
Substitute Teacher 2022-23	06/29/2022	Substitute	TO BE DETERMINED	Apply

6. On the next page click on Apply for this Position.

Job Listings Help

HCBE Standard Application

Job Description

This serves as a standard application to have on file with Houston County. In order to be considered for current open positions, you must apply to a specific job posting. If you have any questions about the application process, please call Human Resources at 478-988-6244.

Primary Location: N/A
 Salary Range: N/A
 Shift Type: N/A

Apply Now

Apply for this Position

Applications will be accepted beginning **Sunday, March 8, 2020 12:00 AM** (Eastern Standard Time)

[Print Job Posting](#)
[Download Job Posting](#)

7. Select the appropriate pathway for your application. (Probably Create New Account)

Job Listings Help

I am a new applicant.

Apply now using our online job application system.

Once you've created an account and submitted an application, you will be able to return to your account at any time to check your application status, interview schedules, locations and more.

When you have completed your application, you will be given a confirmation number. Please keep this in a safe place for future reference if you have questions about your application.

[Create New Account and Apply](#)

I already have a Hire account with Houston County Schools.

Enter your username and password and the system will retrieve your previously submitted applications and data.

Username:
 Password:
[Sign In](#)

[I forgot my Username or Password](#)

I want to transfer my account.

You may have an application on file with another TalentEd Hire District or Institution.

Enter your email address and password for another district or institution below, then select the state for the previous district or institution. We will then attempt to match your account and import that information to Houston County Schools.

Email:
 Password:
 State:
[Continue](#)

8. Move through the application process. The steps are listed below.

Job Listings **Profile** Application Status Interviews References Documents Job Offers Help [Sign Out](#)

Cancel Save and Continue

Application Instructions

Fields marked with an asterisk (*) are required.

Application Instructions

Please be sure to click the References Tab on your application profile and list 3 references for survey forms to be sent. Applications without Reference Survey Forms sent will not be considered for hire.

Cancel Save and Continue

Application in Progress

You are applying for HCBE Standard Application.

Application Progress

- Application Instructions**
- Personal Information
- Legal Disclosure
- Job Performance
- Background Disclosure
- Employment History
- Education
- Education Continued
- Job Skills
- References
- Attachments
- Language Skills
- Review

9. Notify the school ASP Coordinator or Principal when you have completed the application.

The Principal will need to contact HR for the application to be released to her/him.

