
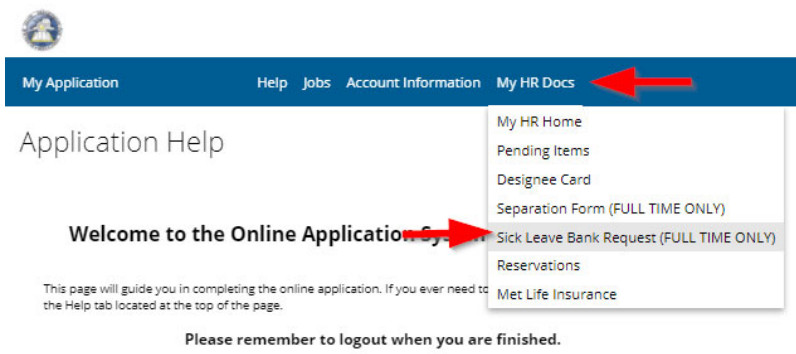
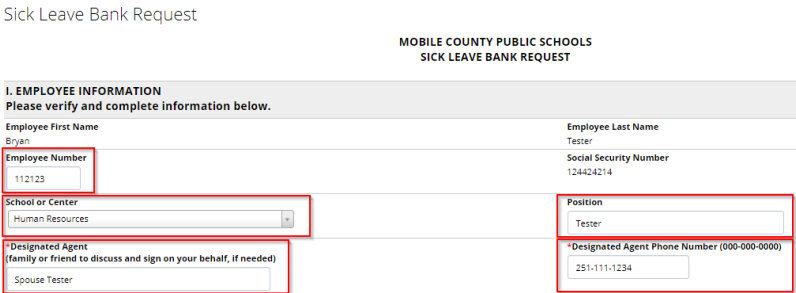
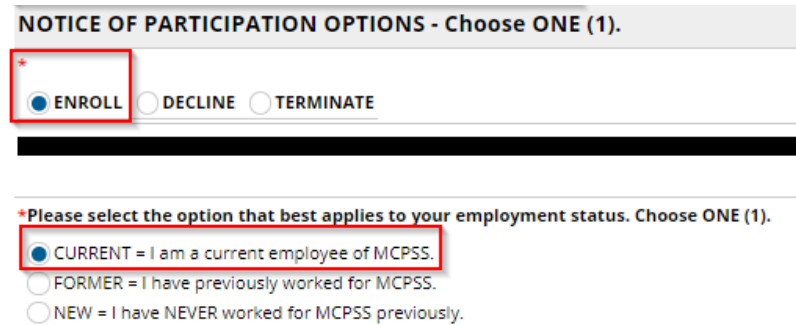




<p>1. Login to your Employee/Transfer Application at the following address: https://ats1.atenterprise.powerschool.com/ats/transfer_login?COMPANY_ID=00008512</p>	<div><h2>Mobile County</h2><h3>Transfer Application</h3><p>Applicant User Name</p><input type="text"/><p>Password</p><input type="password"/><p>Login</p><p>Having trouble logging in?</p></div>
<p>2. Click Accept on the disclaimer page, then review/update security questions on the following page (if displayed) and click Save and Next.</p>	<div><h2>Disclaimer</h2><p>By submitting this form, I certify that the information given in this application is true, accurate, and complete.</p><p>I authorize the Mobile County Public School System (MCPSS) to make such investigations and inquiries as may be necessary in arriving at an employment decision. I hereby release any and all employers, schools, or persons from all liability in responding to inquiries in connection with my application.</p><p>I understand that false or misleading information given in my application or interview(s) or any omission of information may result in discharge. I understand, also, that I am required to abide by all rules and regulations as established by Mobile County Public School System and its Board of Education.</p><p>By clicking the "Decline" link, you will not be allowed to edit any of your original application information. You will be immediately logged out of the system and sent back to the login screen. You must accept the honesty disclaimer in order to make changes to your original record.</p><h3>Website Privacy, Copyright and Legal Information</h3><p>The Mobile County Public School System (MCPSS) maintains this website to facilitate the recruiting of new employees and current employees within MCPSS to new positions. This initiative is intended to provide a resource to the public and MCPSS current employees to facilitate dissemination of their credentials in connection with their interest in a new position within MCPSS.</p><p>MCPSS's programs and services are offered without regard to race, color, religion, national origin, age, sex, or disability.</p><h3>Website Security</h3><p>For website security purposes and to ensure that this service remains available to all users, this computer system employs software programs to monitor traffic to identify unauthorized attempts to upload or change information, or otherwise cause damage. These attempts to cause damage could be subject to legal action.</p><h3>Copyright</h3><p>Users may download material displayed on this site for non-commercial educational purposes only, provided all copyright and other proprietary notices contained on the materials are retained.</p><p>Use of any published data or content on this web site is prohibited without the written consent of the Mobile County Public Schools.</p><p>To ensure a smooth line of communication between MCPSS and you please verify your email address is valid. Most of the initial communication regarding your interest in a new position will be conducted via email, so it is critical that we have your accurate email address and that you check your email address frequently.</p><p>IMPORTANT NOTE: Since we are a "corporate sender" of many emails per day, emails sent by users of the Mobile County Public Schools system are subject to additional spam scrutiny. Please make sure that emails from our District are not routed to your "spam" or "trash" folders."</p><p>Accept  Decline</p></div>



<p>3. Click My HR Docs, then click Sick Leave Bank Request (FULL TIME ONLY).</p>	
<p>4. Review/Complete the following fields in the EMPLOYEE INFORMATION section:</p> <ul style="list-style-type: none">Employee NumberSchool or CenterPositionDesignated AgentDesignated Agent Phone Number	
<p>5. Complete the NOTICE OF PARTICIPATION OPTIONS section.</p>	



<p>6. Choose the appropriate option from the ENROLLMENT OPTIONS section, then type your initials.</p>	<p>II. ENROLLMENT OPTIONS - Choose ONE (1).</p> <p><input type="radio"/> ENROLL: I wish to be a member of the Mobile County School System Sick Leave Bank.</p> <p><input type="radio"/> ENROLL: I wish to be a member of the Mobile County School System Sick Leave Bank.</p> <p>* I have received a copy of the GUIDELINES for the SLB and hereby agree to comply with them. Please click here for the guidelines.</p> <p>Please initial here.</p> <p>BT</p>
<p>7. From the (Select an action) menu, click Submit.</p>	<p>(Select an action) (Help) Back Undo</p> <p>(Select an action)</p> <p>Submit</p>
<p>8. Type your Applicant Tracking Enterprise password (the same one you used to login at Step 1), then click Submit.</p>	<p>Submit (Help) Back Undo</p> <p>Enter password in signature box below to confirm and/or approve the above document</p> <p>* Signature (Applicant Tracking Enterprise password):</p> <p>Submit</p>