

Online Application Frequently Asked Questions

ABOUT THE APPLICATION PROCESS:

How do I retrieve my username and password?

To retrieve your username or password, please call the FCPS Application Center at (859)381.4190 or the HR Mainline at (859)381.4740. An employee can assist you in retrieving this information.

I am trying to log in, but the system says that my information does not match records. What should I do?

If you've never completed an online application, FCPS will have to reset your information. Please call the FCPS Application Center at (859)381.4740 to have your information reset.

How long will it take me to complete an application?

The average application takes 40 minutes to complete. If you are completing an **administrative** or **certified** application, you must complete the Gallup Insight Survey before your application is truly complete. This survey takes an additional 45 minutes on top of the regular application.

Does the information from one application transfer to another? Do I have to fill out all my personal information each time I complete an application?

Yes, your personal information (name, address, telephone, etc.) transfers from one application to another; other information may not.

Can I apply for a position if I do not see it posted on www.fcps.net ?

No, if the position is not posted on www.fcps.net, it is not available to be filled. However, you can complete an online application and add a specific vacancy once it becomes available.

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I have completed an online application, but I cannot see where I have actually added a vacancy. How do I add vacancies?

- Log into your application.
- Select the type of application you would like to complete.
- On the left of your screen, click the “employment preferences” link.
- Scroll to the middle of the “employment preference” page.
- You will see a gray button that says “add/select position”. Click it. A drop down screen will show all vacancies available in that type of application; add your vacancy. If you do not see a vacancy listed in that drop down screen, it means the vacancy window has closed or you are in the wrong type of application.

Why am I unable to add a paraeducator, bookkeeping, administrative assistant, or transportation (bus driver, monitor) vacancy to my *classified* application?

Although these positions fall into the classified category, all of these different positions may require a different type of application (i.e. bus driver now requires a transportation application). Upon logging into your application, please select the type of application that best fits the kind of position for which you are applying. Each application has a description next to it that details vacancies found within that application.

I started the wrong application and tried to start the correct one. However, the heading on the correct application recommends I start the original wrong application. Which is correct?

If you started the wrong application, please complete the application that best suits the vacancy for which you are applying. If it is not your first application, then complete the second.

I just want to be a substitute teacher or substitute paraeducator. Which application should I complete?

You should complete the substitute application.

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Do I have to pass the tests required for clerical vacancies in order to be considered for an interview?

Yes, applicants interested in any administrative assistant position must complete the Microsoft Word and Excel tests. Applicants interested in any bookkeeping position must complete the Microsoft Word and Excel tests as well as a Bookkeeping test in order to be considered for a bookkeeping position. Your application is not complete until you pass the required tests.

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.

I have applied online, but have not heard anything else. How will I be notified of an interview?

Principals and hiring managers are the persons who determine who to interview for a vacancy at his/her school or department. If you are interested in a position, you can call, email or visit the principal or hiring manager. However, principals and hiring managers are under no obligation to interview all who apply for a specific vacancy.

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

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

ABOUT THE STATUS OF MY APPLICATION:

How do I check the status of my online application?

- Log into your online application.
- Once logged in, scroll down to the bottom of the page.
- Click "check application status/ update registration information".

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What does AOC pending mean?

AOC- Administrative Office of the Courts. They are the State of Kentucky agency responsible for pulling statewide criminal background checks. If your application states “AOC pending” it means that we are waiting the results of your background check.

How long does an application stay on file if I don't hit the “submit” button?

An application that is not submitted within 48 hours will be erased. You will still have the same username and password, but none of your application will be saved.

I wanted to apply for a position, but have been told my application has been archived. What does this mean and how do I reactivate my application?

Archived means that there has been no activity on your application in six (6) months or more. In order to make your application active again, you will need to log in and update any personal information or apply for an open vacancy. If your background check is older than one (1) year, we will also send for another statewide criminal background check

How do I know when my overall application is complete?

You will receive an email from the Human Resources Department stating that your application is complete. The email is sent after you submit the application and after we have the results of your criminal background check.

How will I be notified that my substitute application is complete and that I can pick up the necessary paperwork?

You will receive an email from the Human Resources Department stating such. Substitute paperwork pickup is Monday, Wednesday or Friday between 8:00 a.m. and 4:00 p.m.

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I am waiting on my background check to return, but it's taking too long. Can I have another county fax or bring in a previous check? Can I bring in my own check? Can I visit the AOC and bring in a copy?

In the event that the AOC is delayed in processing criminal checks, we recommend that you travel to the AOC office and pick up a copy for yourself. There is a charge for this service. For more information, please visit the AOC on the internet here:

<http://courts.ky.gov/aoc/courtservices/recordsandstatistics/inperson.htm>.

ABOUT REQUIRED DOCUMENTS:

When inside the certified application, do I always have to mark the question about “holding a certificate in the next 6 months” after I have already marked “yes” that I currently hold a valid certificate?

Please answer all questions regarding certification.

Do I need to have three (3) references?

Yes, you need to have 3 professional 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.

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

It is best to have 3 professional references. Most hiring managers will also contact current and previous employers for references.

How do references receive the reference sheet?

The FCPS reference sheet is sent via email. Please provide the email address of all your references. The link to respond to a reference email is ten (10) days.

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What if they didn't receive the emailed reference sheet? Can HR resend the reference sheet?

Sometimes the reference email gets lost in cyberspace or the reference does not open it in during the 10 day window. If this is the case, please contact the FCPS Application Center at (859)381.4190.

How long is the window for a reference to electronically return the form?

The window for a reference to electronically return the form is ten (10) days.

Do I need to submit my transcripts, Praxis scores, letters of recommendation, or portfolio with my application?

No. The Human Resources Department will gladly download a cover letter and resume into your online application. However, none of the other information is relevant during the online application process. Please do not send this information to the Human Resources Department until you are notified by a hiring manager or Human Resources that the documents are required.

When do I need to have my fingerprints taken for a criminal background check?

If you have applied for a full or part- time position, you will not need to have your fingerprints taken until you have been offered a position by the Human Resources Department. If you have applied to be a substitute, you will not need your fingerprints taken until you have received the email asking you to come in and pick up the Substitute packet. If you are student teaching, you must have your fingerprints taken prior to reporting to your cooperating teacher's classroom.