

<p style="text-align: center;">CASWELL COUNTY SCHOOLS BOARD OF EDUCATION POLICY</p>	<p style="text-align: center;"><u>PERSONNEL</u> Hiring</p>	<p style="text-align: center;">701</p>
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1. Job applicants must complete an application for employment. References will be required and verified. Any false information knowingly given on the application will be considered cause for disqualification before appointment or dismissal after appointment.
2. Upon the receipt of the application, the Personnel Office shall process the application to include references, transcripts, and other pertinent data. Principals, administrators, and/or supervisory personnel may be asked to interview the applicants. All information acquired shall be considered confidential and shall not be available to the applicant.
3. Before assuming duties, each employee shall file a statement of satisfactory health completed by a physician on a form designated by the State Board of Education.
4. Prior to the end of each school year, employees shall be asked to indicate their intent to continue employment.

The Superintendent will make the final decision concerning personnel to be recommended to the Board, after considering the recommendations of the Principal and the Assistant Superintendent for Personnel. If the Principal and the Assistant Superintendent for Personnel cannot agree upon a recommendation, the Superintendent will make the final decision regarding candidates recommended to the Board.