

## CLASSIFIED APPLICATION PROCEDURES

### **STEP 1: CREATE ONLINE APPLICATION**

- Applicants working **outside the Mobile County Public School System** must complete the ALSDE Online Application, which can be accessed at: [https://ats1.searchsoft.net/ats/app\\_login?COMPANY\\_ID=00008500](https://ats1.searchsoft.net/ats/app_login?COMPANY_ID=00008500).
- **Current MCPSS employees** must complete the online Internal Employee Application, which can be accessed at: [https://ats1.searchsoft.net/ats/trans\\_login?COMPANY\\_ID=00008512](https://ats1.searchsoft.net/ats/trans_login?COMPANY_ID=00008512).

### **STEP 2: APPLY FOR ADVERTISED VACANCY**

- All classified applicants must apply to an MCPSS advertised vacancy through their online application by the application deadline to be eligible for hire in that position. Log into your online application to view/apply to advertised vacancies.

### **STEP 3: MAKE CONTACT**

- Contact our schools (or departments, for Central Office candidates) and let them know of your interest in employment with them. A current list of schools can be found on our website at: [www.mcpss.com](http://www.mcpss.com) under OUR SCHOOLS.

### **STEP 4: INTERVIEW**

- Selected applicants will be contacted directly by the school or Central Office administration for on-site interviews.