



# Georgia Department of Education

## Policies and Procedures

Policy Title:	<i>Personnel Nomination – Full Time, State Schools</i>		
Policy Number:	<i>SS-5007 Descriptor Code-GBD</i>		
Release Date:	<i>10-08-02</i>	Last Revised:	<i>11-22-03</i>

### **Purpose**

To describe the nomination process for hiring staff at State Schools.

### **Applicability**

This policy applies to all full time Georgia Department of Education employment positions at the State Schools.

### **Policy**

After the recruitment process has been conducted and an applicant is selected for nomination, the personnel technicians at each State School shall complete an application packet for the nominee and submit for DOE and State Board approval.

### **Procedures**

1. When the recruitment process is concluded and the nominee has been selected an application packet must be completed. The application packet should be sent to the Office of State Schools to facilitate the nomination process and to gain appropriate DOE and State Board approvals. The nomination packet will consist of the following.
  - a. Selection and Nomination Form (Revised September 2001).
  - b. I-9 Form with Attachments.
  - c. Authorization for Release of Information and Notice of Penalties for Falsification Form.
  - d. Pre-Employment Medical Forms (3 pages).
  - e. Security Questionnaire/Loyalty Oath Statement.
2. Pre-employment drug tests are required by new employees in the following categories: Food Service, Nurses, Custodial, and Bus Drivers.
3. Fingerprinting should be completed for each applicant.
4. The approval process for hiring is as follows.

- a. Application packet sent to the Office of State Schools according to established due dates.  
Director of State Schools approves nominee for hire.
- b. Director of State Schools forwards to designated DOE Office heads for approvals.
- c. DOE HR Director or designee reviews and approves.
- d. State Superintendent and/or authorized State Board designee reviews and approves.
- e. Notification of approval is e-mailed to the State School Personnel Technician by HR office.

**Authority and/or  
Cross-Reference**

- DOE *Personnel Recruitment, State Schools, Full Time Policy* (SS-5005)