

Application Process

Step 1: Return your application to the following address:

**Lewis County Schools
P.O. Box 159
Vanceburg, KY 41179**

The application will be reviewed and placed in our active file. It is your responsibility to have all supporting documentation concerning job and certification requirements.

Step 2: Qualified applicants will be notified if selected for an interview.

Step 3: Job selections are based on the applicant's references, interviews, experience, skills, transcripts, certification and the needs of the district.

Step 4: Notification of employment will be provided by the Superintendent's office. No one is officially hired without this notification. If selected for employment you will be informed of your starting date and the terms of employment. You will be asked to schedule an appointment with the Central Office to sign your contract and enroll in the benefits program. *Remember, your employment process is not complete until all of these steps have occurred.*

Step 5: Your application will be considered active for twelve months following the date received. After this time period expires, it is your responsibility to have the application renewed. The application will be considered inactive unless the Central Office is notified within one month of the expiration date.

Step 6: Notify the Central Office if you wish to have your application removed from consideration or if your information needs to be updated.

We appreciate your interest in the Lewis County School System. If you have questions regarding the application process, please call (606) 796 – 2811.