



Elbert County School System

50 Laurel Drive
Elberton, GA 30635
Phone: (706) 213-4000 Fax: (706) 283-6674

Human Resources

Dear Applicant:

On behalf of the Elbert County School System, I wish to thank you for your interest in becoming a part of our educational family. Our goal is to improve academic achievement for every student in every classroom. In pursuit of this goal, the School District focuses on the educational needs of our students, provides students with diverse and challenging programs, employs the highest quality staff, creates a climate where everyone can learn, and continually aspires to greatness. Through these processes our schools are continuously working to meet the changing needs of our community.

We encourage you to complete the application packet and return it to the address above. In order to process your application promptly, you will need to ensure that the following procedures are followed:

1. All requested information on the application must be completed. Three professional references are required and must include a name, street address, city, state, zip code, and phone number.
2. A transcript of all college courses should accompany the application. We will accept official transcripts for our files. Official transcripts will be required should you be employed with the Elbert County School System.
3. Include supporting documentation with your application, such as a copy of your teaching certification, TCT and/or Praxis and Georgia Assessment for the Certification of Educators (GACE) scores, Computer Skill Competency, etc.

Upon receiving your completed application, we will carefully review your credentials and you will be given every consideration for employment. Your application will become the property of the Elbert County School District and will be kept on file for two years. If you would like for it to remain on file for a longer period of time, please submit a request in writing each year.

Once again, thank you for your interest. I look forward to receiving your application and discussing your possible future with us.

Sincerely,

Martha J. Noble
Director of Personnel Services
706-213-4076
706-213-4073-fax
mnoble@elbert.k12.ga.us

Attachments