

## Your Recent Application is Now Under Review

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From: Charlotte County Public Schools (do\_not\_reply@ted.peopleadmin.com)

To:

Date: Tuesday, February 18, 2025 at 12:35 PM EST

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##### ***This is a System Generated Email***

Your Recent application you have submitted to Charlotte County Public Schools is now currently under review from our HR Staff

The following requirements are being identified on your application:

##### **1. Three Complete references**

A. Charlotte County Public Schools requires at least three professional references for all applicants.

Friends and family will not be accepted. Colleagues and coworkers are recognized, but **AT**

**LEAST ONE SUPERVISOR** must be listed. Each reference will be

emailed a reference survey. We suggest checking back to your application to make sure all three reference surveys are returned.

B. Mention to your references to check their email for the reference link, it should be in both the inbox and the junk folder

##### **2. Transcripts (If required by the position)**

A. Official Transcripts need to be sent by your educational establishment to:

[Transcripts@yourcharlotteschools.net](mailto:Transcripts@yourcharlotteschools.net) or mailed to 1445 Education Way Port Charlotte, FL 33948

**\*If you are applying for a teacher position, please make sure that you have applied to [FLDOE](#) \***

B. Please make sure your maiden name is on the application if applicable.

Please check the [job description](#) posted on our website, so that you can provide any additional documentation that the position might require. If you have already uploaded this documentation, please disregard.

**3. Work history should be listed in reverse, chronological order with the most current position**

listed first. This **MUST** include the past 5 years with an explanation for

**ANY** gaps in employment over 30 days. If you were not working, please make note of the reason(s) under the Considerations section.

\*Please note your application profile is where HR will gather this information. If the information is not in the application, You should expect an email from HR to correct the error.\*

For your convenience, here is the link to the CCPS website. Please log back into your account and make any necessary adjustments.

[CCPS District Website](#)

Your Name:  
Posting Name: Substitute - Classroom Teacher  
Posting ID: 126189  
Application Status: Application Under Review  
Application Submitted: 2/6/2025 12:39 PM  
Job Type: Substitute/Temporary/Coach  
Job Location: Substitute Teachers 9903

[Charlotte County Public Schools](#)

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