

CSRA RESA Application Procedures:

Thank you for expressing an interest in Central Savannah Regional Educational Service Agency. CSRA RESA uses a “complete package” procedure for all applications. The application is considered complete when all required documentation is has been received. It is the responsibility of the applicant to submit a complete package.

Please send letter of interest, complete resume, (3) letters of recommendation, a copy of Georgia certification (if applicable), and the **CSRA RESA employment application** to:

Terry Gant, Personnel Specialist - CSRA RESA - 4683 Augusta Highway, SE - Dearing, GA 30808

In order to assure that each applicant's resume' contains the information needed in this phase of the selection process, it is requested that the following facts be included:

I. Education: List schools, colleges, and/or universities attended, dates of attendance, degrees earned, relevant certification or licensing attained, special training received and any other related information.

II. Experience: List all experience applicable to the position for which you have applied. Give duties, responsibilities, dates, and location. Please be specific.

III. Professional Involvement: List organization, dates of membership, and status (president, member, etc.).

IV. Achievements: List any recognition of awards received as a result of your efforts. This can be related to any type of involvement.

V. Please list any special training or certifications that are applicable to the position

VI. Include any other information that you desire which is indicative of your ability and performance.

VII. References: please list 3 people from whom we could expect to receive reference.

CSRA RESA requires a criminal background check on all employees. An acceptable fingerprint record is required. (O. C. G. A. 20-2-211). CSRA RESA does not discriminate on the basis of race, color, national origin, sex, age, religion, or disability. CSRA RESA participates in E-Verify.