



Application Procedures

Human Resources: (501) 776-5710
Fax: (501) 776-5777 Attn. Personnel
Website: <http://www.bentonschools.org>

[If you have read the application process procedures, click here to apply.](#)

To view vacant positions, please visit our website: [Job Openings](#) .

Thank you for your interest in employment with the Benton School District. To complete an application, please read the information below and follow the steps indicated.

Benton School District must obtain a minimum of three references for each candidate considered for employment. **Certificated Applicants** should provide information that includes their most recent superintendent (if administrative applicant), principal or cooperating teacher, college supervisors' names, or other educational references deemed appropriate including current telephone numbers and email addresses. **Classified Applicants** should provide the names of the three most recent employers including the supervisors' names, current telephone numbers, and email addresses.

Step 1: Application

To be considered as an applicant, you must choose from the three categories below and provide all information requested in each bulleted item:

Administrative Positions:

- Complete the Administrative Application online.
- Attach a copy of the current Arkansas Administrative License. An official license is required at the time of employment.
- Attach copies of current transcripts. Official transcripts are required at the time of employment.
- Attach three letters of recommendation.

Please note: Required documents may be submitted electronically with the application or mailed to Benton Public Schools, Attn: Human Resources, 207 W. Conway Street, Benton, AR 72015.

Certified Teaching Positions:

- Complete the Certified Teacher Application online.
- Attach a copy of the Current Arkansas Teaching License. An official license is required at the time of employment.
- Attach copies of current transcripts. Official transcripts are required at the time of employment.
- Attach three letters of recommendation.

Please note: Required documents may be submitted electronically with the application or mailed to Benton Public Schools, Attn: Human Resources, 207 W. Conway Street, Benton, AR 72015.

Classified (non-teaching) Positions:

- Complete the Classified application online.
- Copies of any certifications or transcripts (if applicable to the position for which you are applying).

Please note: Required documents may be submitted electronically with the application or mailed to Benton Public Schools, Attn: Human Resources, 207 W. Conway Street, Benton, AR 72015.

*** As part of the employment process, it will be necessary to complete a criminal background check including a fingerprint clearance through the Arkansas State Police and the Federal Bureau of Investigation and the DHS Child Maltreatment Form. *The cost for fingerprinting must be paid at the time employment paperwork is completed.***

Step 2: Interviews

Once you have completed the application process, your file will be reviewed and considered for employment. All interviews are conducted by the lead administrator, or supervisor, who is responsible for the vacant position. When the review and hiring process is completed, your application may be considered for future vacancies for which you qualify.

Step 3: Appointment

If you are recommended for employment, the lead administrator/supervisor will contact you to offer you the position. When the Board of Education formally elects you as an employee, the Accounting Department will contact you to arrange a time for you to complete the necessary paperwork.

Step 4: Orientation

New Certified Employees must attend the New Teacher Orientation Meeting in their first year of employment with the district. This meeting takes place in August, prior to the return of all teachers. New staff members will be notified of this meeting in writing. *All new staff members are required to attend the orientation meeting.*

New Classified Employees are required to attend any orientation sessions determined necessary by their supervisor.

[Click here to start the online application.](#)