

**APPLICATION FOR EMPLOYMENT**

(The information requested must be submitted on this application form. A resume or additional information may be attached as a **supplement** but may not be submitted in lieu of fully completing this application.)

<b>Personnel Use Only</b>	
<input type="checkbox"/> <u>Stu. Tchg.</u>	<input type="checkbox"/> <u>Praxis I</u>
<input type="checkbox"/> <u>Place File</u>	<input type="checkbox"/> <u>Praxis II</u>
<input type="checkbox"/> <u>References</u>	<input type="checkbox"/> <u>VCLA</u>
<input type="checkbox"/> <u>Transcripts</u>	<input type="checkbox"/> <u>VRA</u>
<input type="checkbox"/> <u>License</u>	<input type="checkbox"/> <u>SLLA</u>

Applicant's Full Name \_\_\_\_\_  
 \_\_\_\_\_ (Last) \_\_\_\_\_ (First) \_\_\_\_\_ (Middle) \_\_\_\_\_ (Maiden)  
 Name)

Other Name(s) \_\_\_\_\_  
 (Please provide additional info re: change of name, use of assumed name or nickname necessary to check your work/school records.)

Present Mailing Address \_\_\_\_\_  
 \_\_\_\_\_ (Street) \_\_\_\_\_ (City) \_\_\_\_\_ (State) \_\_\_\_\_ (Zip)

Permanent Mailing Address \_\_\_\_\_  
 \_\_\_\_\_ (Street) \_\_\_\_\_ (City) \_\_\_\_\_ (State) \_\_\_\_\_ (Zip)

Phone No.s: (w/ area code): Present: \_\_\_\_\_ Permanent: \_\_\_\_\_ Work: \_\_\_\_\_

Social Security No.: \_\_\_\_\_ (Optional—failure to submit SSN will not prohibit consideration, but may be required prior to employment.)

My signature below authorizes the school division to conduct a background investigation and authorizes release of information in connection with my application for employment. This investigation may include such information as criminal or civil convictions, driving records, previous employers and educational institutions, personal references, professional references and other sources deemed appropriate in the sole discretion of the school division. I waive my right of access to any such information and, without limitation, hereby release the school division and reference source from any liability in connection with its release or use. This release includes sources cited above and illustrative examples as follows: the local Sheriff, information from the Central Criminal Records Exchange of either data on all criminal convictions or certification that no data on criminal convictions are maintained, information from the Va. or other State Department of Social Services Child Protective Services Unit and any locality to which they may refer for release of information pertaining to any findings of child abuse or neglect investigations involving me.

Furthermore, I unconditionally certify that I have made true, correct and complete answers and statements on this application in the knowledge that they may be relied upon in considering my application. I acknowledge that these questions shall be continuing in nature, and I have a duty to update, change or further amplify my answers to guarantee accuracy at all times. I understand that any omission, misleading or falsely answered statement made or implied by me on this application, or any supplement to it, whether written or oral, will be sufficient grounds for failure to employ or for my immediate discharge should I become employed with the school division. In the event the School Board determines, in its sole discretion, the existence of a material adverse report or omission as to any information, I agree that the employment offer/appointment will be revoked immediately without further action, notice, or process. I acknowledge that if accepted for employment, I hereby agree to abide by the policies, regulations, and directives of the school division.

Furthermore, I understand and agree that by signing and submitting this application, I certify that (1) I have **not** been convicted of a felony or any offense involving the sexual molestation, physical or sexual abuse or rape of a child; (2) I have **not** been the subject of a founded case of child abuse or neglect; and (3) I **have** \_\_\_\_\_/ **have not** \_\_\_\_\_ been convicted of a crime of moral turpitude. I further understand that if I make a materially false statement regarding any of the above offenses, I will be guilty of a Class 1 misdemeanor.

Date \_\_\_\_\_ Applicant Signature \_\_\_\_\_

**MARK APPROPRIATE BOXES:**

- New Application
- Previous Application on File
- Former Employee of the School Division

Are you a U.S. citizen?  
 Yes  No

If not, are you eligible to work in the U.S.?  
 Yes  No

**INDICATE POSITION(S) DESIRED FOR WHICH YOU ARE ENDORSED/ENDORSABLE:**

- Teacher
- Guidance
- Library/Media
- Other (Explain) \_\_\_\_\_
- Administrator
- Supervisor
- Psychologist
- Visiting Teacher/Social Worker

List grade level(s) and/or subject area(s) in order of preference:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**PERSONNEL USE ONLY**

**I. EDUCATIONAL AND PROFESSIONAL TRAINING** (List chronologically.)

Education	Name of School/ University	State	Field of Study	Type Degree	Year of Graduation	Dates of Attendance (From-To)
High School						
College/ University						
College/ University						
Teaching Certification						

**II. STUDENT TEACHING EXPERIENCE** (List chronologically and include any internship, practicum or field experiences.)

Name of School	School Division (City/County)	State	Grade Level/ Subject Taught	Dates	Personnel Use

**III. TEACHING EXPERIENCE** (List chronologically all teaching experience EXCEPT student teaching, beginning with most recent.)

Name of School	School Division (City/County)	State	Positions Held: Specify Grades/Subjects Taught	Dates Mo./Day/Yr. (From-To)	Total Years	Full-Time ( )	Part-Time ( )	Reason for Leaving
						<input type="checkbox"/>	<input type="checkbox"/>	
						<input type="checkbox"/>	<input type="checkbox"/>	
						<input type="checkbox"/>	<input type="checkbox"/>	
						<input type="checkbox"/>	<input type="checkbox"/>	
						<input type="checkbox"/>	<input type="checkbox"/>	
					<b>Total</b>	<b>If hired, when eligible for continuing contract?</b>		

**IV. WORK EXPERIENCE OTHER THAN TEACHING** (List chronologically, beginning with most recent, and attach sheet if necessary.)

Employer	City/County	State	Kind of Work	Dates of Employment	Reason for Leaving

**V. MILITARY EXPERIENCE**

Branch of Service	Occupational Specialist	Inclusive Dates	Type of Discharge (Other than honorable or medical)

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**VI. LICENSURE**

- A. If you have been issued a Va. license, please submit a photocopy .....Copy enclosed? No  Yes   
 Type of Va. license: Provisional  Collegiate Professional  PG Professional  Pupil Personnel  Tech.   
 Year of expiration of Va. license \_\_\_\_\_ Endorsement(s) \_\_\_\_\_  
 Have you applied for a Va. license? No  Yes  When? \_\_\_\_\_ Check if statement of eligibility enclosed
- B. If you have been issued a license in another state, please submit a photocopy .....Copy enclosed? No  Yes   
 State \_\_\_\_\_ Expiration Date \_\_\_\_\_ Type and Endorsements \_\_\_\_\_  
 State \_\_\_\_\_ Expiration Date \_\_\_\_\_ Type and Endorsements \_\_\_\_\_
- C. Have you taken the following assessments for teachers? (If yes, please submit copy of scores and indicate paper or computer test version)
1. VCLA No  Yes
  2. Core Battery (Praxis I) No  Yes  \_\_\_\_\_ or \_\_\_\_\_ Copy Enclosed? No  Yes   
 Month Year Paper Computer  
 Praxis I math score: \_\_\_\_\_ Praxis I reading score: \_\_\_\_\_ Praxis I writing Score: \_\_\_\_\_
  3. Subject Area (Praxis II): No  Yes  \_\_\_\_\_ Copy Enclosed? No  Yes   
 Month Year Subject Score
  4. VRA Reading specialist: No  Yes  - OR - Special education/elementary: No  Yes
  5. SLLA (School Leaders Licensure Assessment): No  Yes

**VII. GENERAL INFORMATION**

- Month, day and year available for employment \_\_\_\_\_ Are you currently under contract? No  Yes   
 If yes, where? \_\_\_\_\_ Present Position \_\_\_\_\_  
 If presently employed, why do you wish to change? \_\_\_\_\_  
 If under contract, what type: Annual/probationary  Other  (explain) \_\_\_\_\_ Continuing/Tenure   
 If under contract, have you checked and can you be released if you are offered another position? \_\_\_\_\_ No  Yes   
 If not under contract now, have you ever held a continuing contract in Va.? \_\_\_\_\_ No  Yes   
 If yes, cite school division(s) and date(s) \_\_\_\_\_  
 Referral Source: Advertisement/Posting  Employee  Friend  WVPEC  Other \_\_\_\_\_  
 Have you ever been refused a continuing contract/tenure? (If yes, attach explanation) \_\_\_\_\_ No  Yes   
 Have you ever been discharged, advised or requested to resign from a position? (If yes, attach explanation) \_\_\_\_\_ No  Yes   
 Have you ever been the subject of consideration, recommendation or action for non-renewal of contract of employment No  Yes   
 Have you ever been convicted (guilty or not) of a violation of law other than a minor traffic violation? \_\_\_\_\_  
 (If yes, attach explanation) \_\_\_\_\_ No  Yes   
 Have you ever had any certificate, permit or license revoked or suspended? (If yes, attach explanation) \_\_\_\_\_ No  Yes   
 Are any criminal or non-civil charges or proceedings pending against you? (If yes, attach explanation) \_\_\_\_\_ No  Yes   
 Have you been convicted (guilty or not) or had a determination of abuse/neglect founded against you of any offense involving moral turpitude, the sexual molestation, physical or sexual abuse or rape of a child or any like offense against an adult? (If yes, attach explanation.) \_\_\_\_\_ No  Yes

**VIII. REFERENCES**

It is the applicant's responsibility to have the following information provided to the School Division in order to be considered for employment: (Please note that references may be contacted upon receipt of the application whether or not an opening exists.)

- A.** Names of at least three (3) references and **must include** current employer if employed or last employer if not currently employed.  
**B.** Unless included in Placement File, applicants with work experience must provide recommendations from principals and/or superintendents from all contracted educational work experiences within the past three (3) years [if experience not within past three (3) years, provide references from last contracted experience].

Applicants who are beginning teachers registered with a college placement office must include references from their student teaching supervisor(s) and cooperating teacher(s) in the placement file or by listing names below. Career Switchers must include both character references and educational references to attest to your professional aptitude and 'teacher' qualities/competency.

- C. As indicated above:  a Placement File is being sent AND/OR  references are listed below:

Name of Reference	Position/Relationship	Mailing Address	Phone No.	E-mail Address
1.				
2.				
3.				

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