

Mrs. Renee P. Williams
Division Superintendent



Dr. Lisa Pennycuff
Assistant Superintendent

Prince George County Public Schools
6410 Courts Drive
Prince George, VA 23875
Phone: (804) 733-2700 Fax: (804) 733-2737

General Application Form

Name _____ Phone No. _____
(Last) (First) (Middle)

Address _____ Work Phone _____
(Street)

(City) (State) (ZIP)

Email Address _____

Are you a former employee of Prince George County Public Schools? Yes No

If yes, dates of last employment _____ Position _____

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

Indicate Position(s) Desired for Which You Are Applying

- | | | |
|--|---------------------------------------|---|
| <input type="checkbox"/> Clerical | <input type="checkbox"/> Car Driver | <input type="checkbox"/> Mechanic |
| <input type="checkbox"/> Instructional Assistant | <input type="checkbox"/> Food Service | <input type="checkbox"/> Substitute Teacher |
| <input type="checkbox"/> Bus Driver | <input type="checkbox"/> Custodian | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Bus Aide | <input type="checkbox"/> Maintenance | <input type="checkbox"/> _____ |

Substitute teachers shall:

- * be at least 18 years old or older to substitute in the elementary schools. If under 21 years old, substitute teacher must be enrolled in an accredited college;
- * be at least 21 years old or older to substitute in the secondary schools and hold a high school diploma or have passed a high school equivalency examination approved by the Board of Education;
- * possess good moral character;
- * attend orientation to school policies and procedures

Prince George County Public County Schools does not discriminate on the basis of race, color, national origin, age, religion, political affiliation, handicapping conditions, or sex in its education programs or employment.

I. EDUCATION AND TRAINING

Name of Institution	Address	Dates Attended	Degree	Major & Minor
H.S.:				
College:				
Graduate:				
Other:				

II. WORK EXPERIENCE (List chronologically and attach a sheet if necessary)

Employer	Address	Kind of Work	Dates of Employment	Personnel Use

III. WORK-RELATED REFERENCES

Name	Position/Relationship	Mailing Address	Phone Number

REFERENCES ARE SECURED BY THE APPLICANT AND MUST BE ON FILE BEFORE APPLICATION CAN BE CONSIDERED.

IV. GENERAL INFORMATION

Date Available for Employment _____ Are you under contract? No Yes
month/day/year

If yes, where? _____ Present Position _____

If yes, have you inquired that you can be released if offered another position? No Yes

If presently employed, why do you wish to change? _____

Referral Source: Advertising/Posting Employee Friend Other _____

If you check YES to any of the following questions, please explain in detail in the space provided.

Have you ever been discharged or requested to resign from a position?	<input type="checkbox"/> NO <input type="checkbox"/> YES
Have you ever had a certificate or license revoked or suspended?	<input type="checkbox"/> NO <input type="checkbox"/> YES
Have you ever been convicted of a violation of law other than a minor traffic violation? (Including, but not limited to, misdemeanors, felonies, driving while intoxicated even if no time was served.)	<input type="checkbox"/> NO <input type="checkbox"/> YES
Have you ever been convicted of a crime of moral turpitude? (This includes misdemeanor crimes involving lying, cheating, and stealing, including making a false statement and petit larceny.)	<input type="checkbox"/> NO <input type="checkbox"/> YES
Have you ever been investigated by the Department of Social Services (Child Protective Services Unit) for abuse or neglect with a result of "founded" or reason to suspect?	<input type="checkbox"/> NO <input type="checkbox"/> YES
Have you ever been convicted of any offence involving the sexual molestation, physical or sexual abuse, or rape of a child?	<input type="checkbox"/> NO <input type="checkbox"/> YES
Are any criminal charges or proceedings pending against you?	<input type="checkbox"/> NO <input type="checkbox"/> YES

Please explain your YES response here:

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

Name (Print) _____

Signature _____

Date _____