



**PATRICK COUNTY PUBLIC SCHOOLS**  
 P. O. Box 346 - 104 Rucker Street  
 Stuart, VA 24171  
 Telephone: 276-694-3163  
 Fax: 276-694-3170

<b>Office Use Only</b>	<input checked="" type="checkbox"/> <b>Complete if hired:</b>
Director Approval: _____	School: _____
SB Approval: _____	Job Area: _____
Criminal BG Check: _____	F/T or P/T: _____
TB Test: _____	Years Exp: _____
BB Pathogen: _____	Date Hired: _____

# EMPLOYMENT APPLICATION

DATE: \_\_\_\_\_

PERSONAL INFORMATION: (Please Print)	
LAST NAME	FIRST MIDDLE
911 ADDRESS:	PO BOX:
CITY:	STATE: ZIP:
TELEPHONE NUMBER:	SSN:

EDUCATION:			
EDUCATIONAL STATUS	YEARS COMPLETED	GRADUATION DATE	NAME & LOCATION OF SCHOOL
HIGH SCHOOL			
COLLEGE			
GRADUATE SCHOOL			
BUSINESS/TRADE/TECHNICAL			

✓ CHECK POSITION (S) APPLYING FOR:		✓ CHECK PREFERENCE	
TEACHER ASSISTANT *	MAINTENANCE/MECHANIC	FULL TIME EMPLOYMENT	
SECRETARIAL	CUSTODIAL	PART TIME EMPLOYMENT	
CAFETERIA	COORDINATOR/TRANSPORTATION		
NURSE-SCHOOL			

REFERENCES: NO relatives. Include anyone you know in the Patrick County School System.			
NAME	ADDRESS	OCCUPATION	TELEPHONE NUMBER

✓ PLEASE CHECK SCHOOLS WHERE YOU PREFER TO WORK:						
PATRICK COUNTY HIGH	BLUE RIDGE	HARDIN REYNOLDS	MEADOWS OF DAN	PATRICK SPRINGS	STUART	WOOLWINE

✓ PLEASE CHECK DAYS YOU PREFER TO WORK:				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY

\* TEACHER ASSISTANT- PLEASE INCLUDE A COPY OF YOUR TRANSCRIPTS

PRIOR WORK RECORD - START WITH PRESENT OR MOST RECENT EMPLOYER:	
COMPANY	
ADDRESS	
YOUR JOB TITLE	
EMPLOYMENT DATES	
PAY RATE	
REASON FOR LEAVING	

COMPANY	
ADDRESS	
YOUR JOB TITLE	
EMPLOYMENT DATES	
PAY RATE	
REASON FOR LEAVING	

COMPANY	
ADDRESS	
YOUR JOB TITLE	
EMPLOYMENT DATES	
PAY RATE	
REASON FOR LEAVING	

ARE ANY CRIMINAL OR NON-CIVIL CHARGES OR PROCEEDINGS PENDING AGAINST YOU?  YES  NO  
 EXPLAIN: \_\_\_\_\_

HAVE YOU EVER BEEN CONVICTED (AS GUILTY OR NOT INNOCENT) OF A VIOLATION OF LAW OTHER THAN A MINOR TRAFFIC VIOLATION?  
 YES  NO EXPLAIN: \_\_\_\_\_

HAVE YOU BEEN CONVICTED OF ANY OFFENSE INVOLVING MORAL TURPITUDE, PHYSICAL OR SEXUAL ABUSE OR RAPE OF A CHILD, OR ANY  
 LIKE OFFENSE AGAINST AN ADULT?  YES  NO  
 EXPLAIN: \_\_\_\_\_

ARE YOU RETIRED? \_\_\_\_\_ IF SO, DO YOU RECEIVE A RETIREMENT PENSION FROM VRS? \_\_\_\_\_

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 hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge. I understand that this application does not constitute a contract for employment. Election of all employees and determination of salary level are subject to receipt of confirming credentials for Patrick County Public School personnel files. I understand that if employed, falsified statements on this application or any supplement thereto shall be considered sufficient cause for dismissal. I recognize that future or continued employment is contingent upon the completion of a satisfactory background investigation. You are hereby authorized to make any investigation and contact my present employer. I hereby waive the right to access confidential statements made in recommendations used solely for employment.

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 sexual molestation, physical or sexual abuse, or rape of a child, and
- ii) that I have \_\_\_\_\_ have not \_\_\_\_\_ been convicted of a crime of moral turpitude (check one). If you checked that you have been convicted of a crime of moral turpitude, list below the offense of which you were convicted and the date and court of conviction.

\_\_\_\_\_

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. I understand and agree that I am under duty to report to the Patrick County Public Schools any conviction for any offense other than a minor traffic violation that occurs after I sign this application. I understand and agree that, in addition to any other penalty provided by law, a materially false statement on this application or failure to report a subsequent conviction as required by this application will be cause for my immediate dismissal from employment.

DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

PLEASE E-MAIL QUESTIONS TO: [asst-supt@patrick-county.org](mailto:asst-supt@patrick-county.org) or [sec-per@patrick-county.org](mailto:sec-per@patrick-county.org)

*After completion of application submit to:*  
**Patrick County Public Schools**  
 Attn: Personnel Department  
 PO Box 346  
 Stuart, VA 24171

**(IN COMPLIANCE WITH FEDERAL LAWS & REGULATIONS, PATRICK COUNTY SCHOOL BOARD DOES NOT DISCRIMINATE ON THE BASIS OF RACE, CREED, COLOR, SEX, AGE, RELIGION, MARITAL STATUS, OR HANDICAP IN EMPLOYMENT PRACTICES OR EDUCATIONAL PROGRAMS.)**

**THE PATRICK COUNTY SCHOOL BOARD IS AN EQUAL OPPORTUNITY EMPLOYER**