



Patrick County Public Schools

P.O. Box 346 – 104 Rucker Street

Stuart, Virginia 24171

Telephone: (276) 694-3163 Fax: (276) 694-3170

ATTENTION: APPLICANT

We appreciate your interest in a teaching position with our school system.

I am enclosing an application for you to complete and return. **Please include a copy of your teacher certification and college transcripts.**

If you do not hear from us within 10 days after submitting your application, it will indicate that we have no available openings in your area of endorsement at this time. As teaching vacancies occur, your application will be reviewed and given consideration.

Applications will remain active for a period of two years.

Thank you for applying.

Sincerely,

C. Dean Gilbert
Assistant Superintendent

CDG/adl



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| Personnel Use Only | |
|-----------------------------------|---------------------------------|
| <input type="radio"/> Stu. Tchg. | <input type="radio"/> VCLA |
| <input type="radio"/> Place. File | <input type="radio"/> Praxis II |
| <input type="radio"/> References | <input type="radio"/> VRA |
| <input type="radio"/> Transcripts | <input type="radio"/> License |

APPLICATION FOR PROFESSIONAL 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.)

Please Print or Type

Applicant's Full Name _____
 (Last) (First) (M.I.) (Maiden Name)

Other Name(s) _____
 (Please provide any additional information relative to change of name, use of an assumed name, or nickname, necessary to enable a check of your work or school record.)

Present Mailing Address _____
 (Street) (City) (State) (Zip)

Permanent Mailing Address _____
 (Street) (City) (State) (Zip)

Telephone Numbers: _____
 () () () ()
 (Present) (Permanent) (Cell) (Work)

E-Mail Address: _____ Social Security No. _____

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 of Applicant _____

MARK THE APPROPRIATE BOXES:

INDICATE POSITION(S) DESIRED FOR WHICH YOU ARE ENDORSED

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

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

Are you a US citizen?

- Yes
- No

If not, are you eligible to work in the US?

- Yes
- No

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

I. EDUCATIONAL AND PROFESSIONAL TRAINING (List chronologically)

| Level of Education | Name of School or University | State | Field of Study | Type of Degree | Year of Graduation | Dates of Attendance (From-To) |
|-----------------------|------------------------------|-------|----------------|----------------|--------------------|-------------------------------|
| High School | | | | | | |
| College or University | | | | | | |
| | | | | | | |
| | | | | | | |

II. STUDENT TEACHING EXPERIENCE (List chronologically and include any internships, practicums and field experiences)

| Name of School | State | School Division City/County | Grade Level or Subject | Dates | Personnel Use |
|----------------|-------|-----------------------------|------------------------|-------|---------------|
| | | | | | |
| | | | | | |
| | | | | | |

III. TEACHING EXPERIENCE (List chronologically all teaching experiences beginning with most recent. DO NOT INCLUDE SUBSTITUTE TEACHING)

| Name of School | State | School Division City/County | Grade Level or Subject and Position Held | Dates Mo./Day/Yr. From-To | Total Years | Full Time () | Part Time () | Reason for Leaving |
|----------------|-------|-----------------------------|--|---------------------------|-------------|---------------|---------------|--|
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| TOTAL | | | | | | | | If hired, when eligible for continuing contract? _____ |

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

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

V. MILITARY EXPERIENCE

| Branch of Service | Occupational Specialist (MDS) | Inclusive Dates | Type of Discharge |
|-------------------|-------------------------------|-----------------|-------------------|
| | | | |

VI. LICENSE

- A. If you have been issued a Virginia license, please submit a photocopy.....Copy enclosed? No Yes
 Type of Virginia license: _____ Date of Expiration _____
 Endorsement Areas: _____
 Have you applied for a Virginia 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 required assessments for the State of Virginia? (If yes, please submit a copy of each of your scores)
 Virginia Communication and Literacy Assessment: No Yes Total Score: _____
 Virginia Reading Assessment: No Yes Total Score: _____
 Praxis II: No Yes Specialty: _____ Score: _____
 Other Test Area and Score _____

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 Continuing/Tenure Other (Explain) _____
 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 Virginia?..... No Yes
 If yes, cite school division(s) and date(s) _____
 Have you ever been refused a continuing contract/tenure? (If yes, please attach explanation) No Yes
 Have you ever been discharged, advised or requested to resign from a position? (If yes, please attach explanation) No Yes
 Have you ever been the subject of consideration, recommendation, or action for nonrenewal of contract of employment?
 (If yes, please attach explanation) No Yes
 Have you ever been convicted (as guilty or not innocent) of a violation of law other than a minor traffic violation?
 (If yes, please attach explanation) No Yes
 Have you ever had any certificate, permit, or license revoked or suspended? (If yes, please attach explanation)No Yes
 Are any criminal or non-civil charges or proceedings pending against you? (If yes, please attach explanation) ... No Yes
 Have you been convicted (as guilty or not innocent, or a determination of abuse or 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, please attach explanation)No Yes
 Referral Source: Advertisement/Posting Employee Friend Other (Explain) _____

VIII. REFERENCES

It is the applicant’s responsibility to have the following information provided to Patrick County Public Schools 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. The names of at least three reference sources must be provided 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 work experiences within the past three years. If experience was not within the past three 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 co-cooperating teacher(s) in the placement file or by listing names below.
- C. If no placement file is available, three letters of reference must be included with this application or sent to this office. The references are to include those who are previous employers, professors, or others who have significant knowledge about your level of expertise in the position for which you are applying.

| Name of Reference | Position/Relationship | Mailing Address | Phone Number |
|-------------------|-----------------------|-----------------|--------------|
| 1. | | | |
| 2. | | | |
| 3. | | | |

IX. EXTRACURRICULAR ACTIVITIES

Indicate the number of years experience in the activities listed below. Circle activities you are willing to coach/sponsor:

| Extra Curricular Activities | High School Experience | College Experience | Contract Experience | Extra Curricular Activities | High School Experience | College Experience | Contract Experience |
|-----------------------------|------------------------|--------------------|---------------------|-----------------------------|------------------------|--------------------|---------------------|
| Baseball | | | | Athletic Director | | | |
| Basketball | | | | Athletic Trainer | | | |
| Cross Country | | | | Cheerleaders | | | |
| Field Hockey | | | | Clubs | | | |
| Football | | | | Debate | | | |
| Golf | | | | Drama | | | |
| Gymnastics | | | | Forensics | | | |
| Soccer | | | | Honor Society | | | |
| Softball | | | | Intramurals | | | |
| Tennis | | | | Literary Magazine | | | |
| Track | | | | Newspaper | | | |
| Volleyball | | | | Student Government | | | |
| Wrestling | | | | Yearbook | | | |
| Other | | | | Other | | | |

X. OTHER INFORMATION

To avoid conflict of interest, list any local school board member or employee relative(s) in the school division and cite relationship:

Describe your attendance record in objective terms, such as present 180 of 180 of the total days scheduled to work:

In your own handwriting, provide any additional information you desire that will afford an additional understanding of your qualifications. Your goals, objectives, philosophy, and other background factors are of special interest.

The Patrick County School Board does not discriminate on the basis of race, color, national origin, age, religion, political affiliation, disability, handicapping conditions, or sex in its educational program or employment. No person shall be denied employment solely because of any impairment, which is unrelated to the ability to engage in essential activities involved in the position or program for which application has been made.

NOTE: Application and related information remain on file for two years from date of receipt unless a written request is received for reactivation. Any change of information should accompany this request.

Pre-Employment Information Form

(ANSWER ALL QUESTIONS – PLEASE PRINT)

Qualified applicants are considered for employment, and employees are treated during employment, without regard to race, color, religion, sex, national origin, age, marital status, medical condition or handicap.

To help us comply with Federal/State equal employment opportunity record keeping, reporting and other legal requirements, please answer questions below.

This information is intended for use solely in connection with affirmative action efforts and is being requested on a voluntary basis. The information will be kept confidential and refusal to provide it will not subject the applicant to any adverse treatment.

Date: _____

Positions(s) applied for: _____

Referred by: _____

Name: _____
Last First Middle Maiden

Address: _____
Street City State Zip

Birthdate: _____ Age: _____ Phone Number: () _____

E-mail address: _____

Emergency Contact: _____ Phone Number: () _____

Race/Ethnic Group: ___ White ___ Black ___ Hispanic ___ American Indian/Alaskan Native ___ Asian/Pacific Islander

Sex: _____ Male _____ Female

Marital Status: _____ Single _____ Married _____ Divorced _____ Widowed

Number of Children: _____

Are you a Vietnam Era Veteran? _____ Yes _____ No

Are you a Disabled Veteran? _____ Yes _____ No

If yes, what is your VA Disability Rating? _____%

Have you ever filed a claim for Workmen's Compensation? _____ Yes _____ No

Are you Retired? _____ If so, do you receive a retirement pension from VRS? _____