

WESTMORELAND COUNTY PUBLIC SCHOOLS

A. Elaine Fogliani, Ph.D., Superintendent

141 Opal Lane

Montross, Virginia 22520

Telephone (804) 493-8018 Fax (804) 493-9323

EMPLOYMENT APPLICATION

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

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

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

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

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

Date of Birth: _____ **Driver's License Number:** _____

Social Security Number _____ (Note: Completion of number is optional. Failure to submit social security number on this form will not prohibit employment consideration. Social security number may be required on other forms 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 appropriate sources. I waive my right of access to any such information, and without limitation hereby release the school division and the reference source from any liability in connection with its release or use. This release includes the sources cited above and specific 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 Virginia 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 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, and I understand that any omission, false answered statement made by me on this application, or any supplement to it will be sufficient grounds for failure to employ or for my discharge should I become employed with the school division.

Date _____ **Signature of applicant** _____

MARK THE 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

Teacher Guidance Library/Media Administrator Supervisor

Psychologist Visiting Teacher/Social Worker Other (explain) _____

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

PERSONNEL USE ONLY

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.)

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

III. TEACHING EXPERIENCE (List chronologically all teaching experience. DO NOT INCLUDE SUBSTITUTE TEACHING.)

Name of School	School Division City/County	State	Position Held Grades and/or Subjects Taught (Specify)	Dates Mo./Day/Yr. (From ... To)	Total Years	Full Time (T)	Part Time (T)	Personnel Use

IV. WORK EXPERIENCE OTHER THAN TEACHING (List chronologically and attach a sheet if necessary.)

Employer	City/County	State	Kind of Work	Dates of Employment	Personnel Use

V. MILITARY EXPERIENCE

Branch of Service	Occupational Specialist (MOS)	Inclusive Dates	Type of Discharge

Westmoreland County School Board is an Equal Opportunity Employer.

VI. CERTIFICATION

- A. If you have been issued a Virginia certificate, please submit a photocopy ----- Copy enclosed? No Yes
 Type of VA Certificate: Provisional Collegiate Professional PG Professional Pupil Personnel VIE
 Year of Expiration of Virginia Certificate _____ Endorsement(s) _____
 Have you applied for a Virginia certificate? No Yes When _____ Check if statement of eligibility enclosed
- B. If you have been issued a certificate in another state, please submit a photocopy. Copy enclosed? No Yes
 State _____ Expiration Date _____ Certification/Endorsements _____
 State _____ Expiration Date _____ Certification/Endorsements _____
- C. Have you taken the Praxis Test? (If yes, please submit a copy of your scores.)
 Praxis I: No Yes _____ Copy Enclosed? No Yes
 Month Year Reading Writing Math
 Specialty Area: No Yes _____ Copy Enclosed? No Yes
 Month Year Subject Score

VII. GENERAL INFORMATION

- Month, Day, and Year Available for employment _____ Are you 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 Virginia? ----- No Yes
 If yes, cite school division(s) and date(s) _____
 Referral Source: Advertisement/Posting Employee Friend Other (explain) _____
- Have you ever been refused tenure or a continuing contract? (If yes, explain on back.) ----- No Yes
 Have you ever had a nonrenewal recommendation by anyone? ----- No Yes
 Have you ever been discharged or requested to resign from a position? (If yes, explain on back.) ----- No Yes
 Have you ever been convicted of a violation of law other than a minor traffic violation? (If yes, explain on back.) No Yes
 Have you ever had a certificate or license revoked or suspended (If yes, explain on back.) ----- No Yes
- Are any criminal charges or proceedings pending against you? (If yes, explain on back.) ----- No Yes
- Have you been convicted of any offense involving the sexual molestation, physical or sexual abuse, or rape of a child?
 (If yes, explain on back.) No Yes

VIII. REFERENCES

It is the applicant's responsibility to have the following information provided the School Division in order to be considered for employment:

- 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 educational 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-operating teacher(s) in the placement file or by listing names below.
- C. As indicated above, a Placement File is being sent, and or references are being sent from the following:

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

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**OFFICE OF THE SUPERINTENDENT
WESTMORELAND COUNTY PUBLIC SCHOOLS
141 OPAL LANE
MONTROSS, VIRGINIA 22520**

INFORMATION FOR APPLICANTS

APPLICATION

The Westmoreland County School Board actively seeks applications from the most capable professional candidates. We expect applicants will complete all items on the attached form thoughtfully and represent themselves precisely and fully to their best advantage.

Completed applications should be returned to:

Personnel Office
Westmoreland County Public Schools
141 Opal Lane
Montross, Virginia 22520

PROCESS

An application file will then be established, and each candidate is responsible for forwarding for inclusion therein:

1. Up-to-date transcripts for all graduate and undergraduate courses. Student copies are sufficient at this time.
2. Placement Office credentials or letters of reference relating to professional performance. (Reference letters to be distributed to persons listed on the application are enclosed.)

REVIEW

Applicants will be considered on the basis of their professional qualifications:

1. Successful experience in a similarly challenging educational setting.
2. Outstanding Student-Teaching or Practicum experience in an educational setting similar to Westmoreland County.
3. Advanced academic degree in subject discipline or specialty.
4. Academic honors in undergraduate major field of study.
5. Strong specialty preparation where applicable.
6. Ability to become properly certified by the Virginia Department of Education.

INTERVIEWS

Interviews are scheduled only for those applicants whose experiences and training are considered to fulfill most completely the requirements of a specific vacancy which is definitely known or which is strongly anticipated.

OTHER OFFERS

Applicants who are offered contracts with other school systems but who want to know the status of their application in Westmoreland County may at any time contact the Personnel Office for an up-to-date assessment of their candidacy.

REACTIVATION

Applicants remain active during one school year. Candidates wishing to be reconsidered the following year need only inform the Personnel Office prior to October 1st by post-card, noting name on original application, subject(s) or specialty, last college attended and date of graduation. Changes of name, address, zip code or phone should be clearly noted.

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**NOTICE TO POTENTIAL EMPLOYEES
OF THE
WESTMORELAND COUNTY SCHOOL BOARD**

- A. All persons offered positions with the Westmoreland County School Board are required to authorize the county to conduct a criminal history record request. The school board will pay for the name search of the Central Criminal Records Exchange of the State Police and a Federal Bureau of Investigation fingerprint check. Satisfactory outcome of the criminal record check is a condition of employment.

- B. Persons with criminal conviction records who do not report this information on their employment application are subject to denial of employment, or dismissal if already employed, for falsifying their employment application.

- C. Persons with criminal history records are not automatically disqualified for employment with Westmoreland County Public Schools. A number of factors are taken into consideration as part of the employment decision.

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EQUAL EMPLOYMENT OPPORTUNITY COMMISSION STATISTICAL INFORMATION

Westmoreland County Public Schools is an equal opportunity employer. In our attempt to comply with federal regulations, we need to obtain certain information from each applicant. The information provided is privileged and used by the Office of Personnel Services of the Westmoreland County Public Schools.

You may be assured that the information requested will not affect our consideration of your credentials for employment. WHEN RETURNED TO OUR OFFICE, THE INFORMATION LISTED BELOW WILL BE USED FOR STATISTICAL PURPOSES AND WILL THEN BE DESTROYED.

Date: _____

APPLICANT FOR A TEACHING POSITION IN:

- Elementary
- Business Education
- Library
- Special Education
- Science
- Physical Education
- Math
- Music
- Art
- Other
- Foreign Language
- Industrial Arts
- Social Studies
- English

Sex Age Race or ethnic origin

Religious Preference: _____

Have you ever been convicted of any offense involving the sexual molestation, physical or sexual abuse, or rape of a child?

No Yes

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We have an application for a teaching position from _____. It will help us very much to have your opinion regarding the professional characteristics of this applicant. If applicable, we would also appreciate verification of service. Your prompt attention to this matter will be appreciated.

Very truly yours,

A. Elaine Fogliani, Ph.D.
Division Superintendent

Dates of Service
From _____ to _____
_____ to _____
_____ to _____

Subject and/or Level

- 1. Area needing considerable improvement
- 2. Area needing some improvement
- 3. Area of acceptable performance
- 4. Area of strength

CATEGORIES	1	2	3	4
Professional Attitudes and Relationships				
Humanizing and Individualizing Instruction				
Using Appropriate Instructional Materials				
Organizing Learning Activities to Achieve Specific Purposes				
Providing Favorable Psychological Environment				
Evaluating Progress of Students				
Providing Media Center Services (Librarians only)				
Providing Guidance Services (Guidance only)				

Would you re-employ? _____

General Comments: _____

Date: _____ Signature: _____ Position: _____

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Dates of Service
 From _____ to _____
 _____ to _____
 _____ to _____

Subject and/or Level

- | | |
|--|-----------------------------------|
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