



Amelia County Public Schools
8701 Otterburn Road, Suite 101
Amelia, Virginia, 23002

FOR OFFICE USE ONLY

Assigned to _____
Position _____
Grade/Step _____
Base Salary _____
No. Months _____
Beginning _____

APPLICATION FOR CLASSIFIED PERSONNEL

NAME _____
Last First Middle

Address _____
Street City Zip Code

Social Security Number _____

Optional: Date of Birth ____ / ____ / ____ Telephone _____
Home Business

VA Driver's License _____ Expiration date ____ / ____ / ____
Yes No

Were you previously employed by Amelia County Schools? _____
Yes No

I CHECK TYPE OF EMPLOYMENT DESIRED:

Full Time _____ Substitute if full time not available _____
Substitute only _____ Date available for employment ____ / ____ / ____

II CHECK POSITION FOR WHICH YOU ARE APPLYING:

General Clerical
____ Custodial _____ Secretary
____ Grounds _____ Bookkeeper/Account Clerk
_____ Library Clerk

Maintenance Teacher Assistant
____ Electricity _____ General
____ Plumbing _____ Physical Education
____ Painting _____ Special Education
____ Security _____ Kindergarten
____ Carpentry _____ Hearing Impaired
_____ Office

Transportation School Nurse
____ Bus Driver _____ BSN
____ Automotive Mechanic _____ RN

Food Service Other _____
____ Cook
____ Manager

III SKILLS:

Kinds of equipment you can operate or special skills which qualify you for the position.

IV EDUCATION

High School Graduate _____ Highest Grade Completed _____ Date last attended _____
 Yes No
 High School Equivalency Certificate (GED) Yes _____ Date _____ State _____
 College or Other Training after High School including Military Schools:

Name of College or School	From	To	Major/Specialty	Type and date of Diploma, Degree or Certificate

V REFERENCES

A. Employment Reference:

Please list your employer/supervisor/principal/foreman for the jobs you held during the last three years.

Name of Supervisor	Street Address City, State, Zip	Telephone

B. Character Reference:

List the names and addresses of three people other than relatives who will give you a character reference.

Name/Position	Street Address City, State, Zip	Telephone

Amelia County Public Schools
8701 Otterburn Road, Suite 101
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Office of the Superintendent
Phone (804) 561-2621
Fax (804) 561-3057

TO: Applicant for Employment

FROM: Human Resources Department

The application for a position in the Amelia County Public Schools, which you requested is enclosed. For your information and guidance, our employment procedure is stated below:

- Please distribute the reference forms to the persons of your choosing. These forms should be mailed or brought back with your completed application.
- All applications will be reviewed and screened by the appropriate personnel administrator
- References will be reviewed by the appropriate personnel administrator. Applicants who appear to meet the requirements of the position for which they are applying and have the preparation, skills, and the qualifications expected of Amelia County employees will be given additional consideration. The most qualified applicants will be scheduled for an interview with the personnel administrator.
- An applicant who is being considered for a specific assignment will be scheduled for an interview with the building principal or department head.
- When applying for more than one position, please indicate your first preference and indicate on the back of the application your qualifications for that position.

Your application will be retained in our active file for a period of one year. Should you wish for us to keep your application active past this date, a letter requesting this is necessary? We shall appreciate notification if you accept employment elsewhere and wish to have your application withdrawn from our active files.

We appreciate your interest in the Amelia County Public Schools and look forward to receiving your application.

**Amelia County Public Schools
8701 Otterburn Road, Suite 101
Amelia, Virginia, 23002**

Office of the Superintendent
Phone (804) 561-2621
Fax (804) 561-3057

TO: Applicant

FROM: Human Resources Department

The Immigration Reform and Control Act of 1986 require the Amelia County School System to verify identify and employment eligibility for each new employee. Upon employment, you must provide us with official documents to verify your identity and employment eligibility.

We are required to examine one document for those listed in Column a OR one from each Column B and C. We will accept a state issued driver's license and an original Social Security Card. These documents will be required when you sign your contract.

LIST A

United States Passport

Certificate of United States citizenship

Unexpired foreign passport with attached employment authorization.

Registration card with photograph

LIST B

State Issued driver's license
Or identification card with a
Photograph or information
Including name, sex, date of
Birth, height, weight and color
of eyes. The state of issue
must be specified.

U. S. Military Card

Other (Document and issuing
authority must be specified.)

LIST C

Original Social Security Card
(other than a card stating it is
not valid for employment)

Birth certificate issued by state,
county, or municipal authority,
alien bearing a seal or other
certification.

Unexpired Immigration and
Naturalization Service
employment authorization. Form
number must be specified.

Thank you for your interest in the Amelia County School System.

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CHARACTER REFERENCE REQUEST

Applicant's Name

PART 1 (To be completed by applicant)

I have applied for approval to work with the Amelia County Public Schools. I have authorized the school system to request character information from you. I authorize you to release such information. I waive any rights to review this reference.

Signature of Applicant

Date

PART II (To be completed by person providing the character reference)

Name _____

Current Address _____

Occupation _____

How long have you known the applicant? _____

In your opinion does the applicant possess the character qualities for working with children or young adults? _____ Yes _____ No

Comments: If you wish to share any special information about the applicant, please the use the following space. Attach extra pages if necessary.

Signature

Date

Thank you for your assistance.

AN EQUAL OPPORTUNITY EMPLOYER

**Amelia County Public Schools
8701 Otterburn Road, Suite 101
Amelia, Virginia, 23002**

EMPLOYER REFERENCE REQUEST

Dear Sir/Madam:

The person named below has applied for a position with Amelia County Public Schools. You have been given as a reference. Your evaluation of this person will be appreciated and treated in the strictest of confidence.

Applicant's Name

PART 1 (To be completed by applicant)

I authorize Amelia County Public Schools to make any investigation of my personal or employment history and authorize any former employer, person, firm, corporation, credit agency, or government agent to give any information they may have regarding me.

I release Amelia County Public Schools and all providers of information from any liability as a result for furnishing and receiving this information.

Applicant's Signature

Date

PART II (To be completed by person providing the employment reference)

Please circle the appropriate response.

1.	General Attitude	Excellent	Very Good	Good	Fair	Poor
2.	Reliability	Excellent	Very Good	Good	Fair	Poor
3.	Attendance/Punctuality	Excellent	Very Good	Good	Fair	Poor
4.	Job Performance	Excellent	Very Good	Good	Fair	Poor
5.	Enthusiasm	Excellent	Very Good	Good	Fair	Poor
6.	Overall rating	Excellent	Very Good	Good	Fair	Poor

Does the applicant's health permit satisfactory job performance? Yes No
Would you employ and re-employ the applicant? Yes No

Additional Comments:

Signature

Position

It is the policy of Amelia County Public Schools that applicants for employment shall be afforded equal opportunity without regard to race, color, religion, national origin, political affiliation, handicap, sex or age.

VI **WORK EXPERIENCE**

List present or last employer first (include military if applicable)

Firm _____ Job Title _____

Address _____

Supervisor _____ Phone Number _____

Dates Employed From _____ to _____

Salary _____ per _____

Describe your duties _____

Reason for leaving _____

Firm _____ Job Title _____

Address _____

Supervisor _____ Phone Number _____

Dates Employed From _____ to _____

Salary _____ per _____

Describe your duties _____

Reason for leaving _____

Firm _____ Job Title _____

Address _____

Supervisor _____ Phone Number _____

Dates Employed From _____ to _____

Salary _____ per _____

Describe your duties _____

Reason for leaving _____

Additional Employment (Include part-time, summer, temporary)

Name and Address of Employer	From	To	Job Title	Reason for leaving

VII Use this space for additional or explanatory information

Have you ever been convicted of a misdemeanor or felony (other than a minor traffic violation)?

Yes No if yes, include a complete statement _____

Have you ever been?

1. Convicted of violation of law other than minor traffic violations? Yes No
(Such as drug possession or distribution; burglary; or embezzlement, etc.)
2. Discharged or requested to resign from a former position? Yes No
3. Refused renewal of contract? Yes No
4. Are any criminal charges or proceedings pending against you? Yes No

If the answer to any of these questions is yes, the applicant must give a full explanation under remarks

- "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;
AND**
 - (iii) that I have not been convicted of a crime of moral turpitude (knowingly participating in immoral or dishonest behavior).**

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."

Date

Signature

The information supplied by me in this application is complete and is true to the best of my knowledge and belief. I understand that any misstatement of material facts will cause forfeiture of all rights to any employment in the service of the Amelia County Public Schools.

Signature

Date

This application is valid for one year only.

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