

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 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.
- An applicant must participate in an orientation session.
- Applicants must meet with building principals.

Your application will be retained in our active file for a period of one year. Should you wish for 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 We shall appreciate notification if you accept employment elsewhere and wish to have your application withdrawn from our active files.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
Superintendent
Phone 804/561-2621
FAX 804/561.3057

**TO: APPLICANT
FROM: DEPARTMENT OF PERSONNEL SERVICES**

The Immigration Reform and Control act of 1986 requires the Amelia County School System to verify identity 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 from those listed in List A or one each from List B and List C. We will accept a state-issued driver's license and an original Social Security Number 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
number 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.

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

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

SUBSTITUTE TEACHING AGREEMENT

This is to acknowledge that I may be temporarily employed as a substitute teacher. If temporarily employed, my assignment will begin whenever requested to substitute and will continue until further notice, but in no event beyond the end of the school year. I will be paid a daily rate approved by the School Board on a monthly basis and placed on the substitute payroll. The normal deductions for withholding and social security, as required by law, will be made.

I understand that this agreement does not affect my chances of applying for a position as a regular teacher. Under this type of substitute employment, I understand and acknowledge that I have not been and will not (1) be regularly employed as a teacher and (2) be entitled to an annual or continuing contract, sick leave, or other benefits and pay associated with regular employment.

This temporary employment may be terminated at any time by Amelia County Public Schools or me with out any reason whatsoever and without giving any reasons.

I accept this offer under the above conditions.

Date _____ Signature _____

Please Print Name _____

Amelia County Public School
Human Resources Department

Name _____

Social Security Number _____

Address _____

Phone Number _____ Date of Orientation _____

Do you have a full time application on file? Yes No

Have you previously been employed by Amelia County Public Schools? Yes No

If yes, in what capacity were you employed? _____

Please indicate the subject(s) and/or grade level for which you desire to substitute.

If you wish to substitute only at certain schools, list the schools.

Do you wish to teach homebound students in addition to the area checked above?

(Degree required) Yes No

Do you wish to teach homebound students only? (Degree required) Yes No

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

CHARACTER REFERENCE REQUEST

Applicant's Name

Social Security Number

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 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 _____ Social Security Number _____

PART I (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.