



## 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  
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 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 We shall appreciate notification if you accept employment elsewhere and wish to have your application withdrawn from our active files.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.

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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 alien bearing a seal or authority, 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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### **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 without any reason whatsoever and without giving any reasons.

*I accept this offer under the above conditions.*

Date \_\_\_\_\_ Signature \_\_\_\_\_

Please Print Name \_\_\_\_\_

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

**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

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.**

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*

### CERTIFICATION

Do you hold a Virginia Teaching Certificate? Yes No

Type \_\_\_\_\_ Expiration date \_\_\_\_\_

List the subjects or grades which you are certified to teach.

\_\_\_\_\_  
\_\_\_\_\_

Do you hold a valid certificate from another state? Yes No State \_\_\_\_\_

Subjects or grades which you are certified to teach.

\_\_\_\_\_  
\_\_\_\_\_

### 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



# Amelia County Public Schools 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

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.