

**RICHMOND COUNTY PUBLIC SCHOOLS
SCHOOL BOARD OFFICE
P. O. BOX 1507
WARSAW, VIRGINIA 22572
804-333-3681**

Application for Employment

Name _____

Last

First

Middle

Present Address _____

Street

City

State

Zip

Permanent Address _____

Street

City

State

Zip

Telephone Numbers: Present _____ Permanent _____

E-mail Address _____

Position Applying For:

Teacher

Administrator

Other

Guidance

Library/Media

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

Mark the appropriate boxes:

New Application

Previous Application on File

Former Employee of Richmond County Schools

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 information as to criminal or civil convictions, driving records, previous employers and educational institutions, personal references, professional references, and other information from appropriate sources. I waive my right to 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 is 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. I understand that any omission or falsification of any part of 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 _____

THE RICHMOND COUNTY SCHOOL BOARD IS AN EQUAL OPPORTUNITY EMPLOYER

I. EDUCATION AND PROFESSIONAL TRAINING

Level of Education	Name of School or University	State	Field of Study	Type of Degree	Year of Graduation	Dates of Attendance
High School						
College or University						

II. STUDENT TEACHING EXPERIENCE

Name of School	School Division City/State	Grade Level and/or Subject	Supervising Teacher and Critic Teacher	Dates

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

Name of School	School Division City/State	Principal	Positions Held Subjects Taught	Dates Mo/Yr	Total Years

IV. WORK EXPERIENCE OTHER THAN TEACHING (List chronologically)

Employer	City/State	Position Held	Dates of Employment

V. MILITARY EXPERIENCE

Branch of Service	Dates of Service	Type of Discharge

VI. CERTIFICATION

Type of Certificate: _____

State: _____

Expiration Date: _____

Endorsement(s) : _____

Please submit a copy of your certificate and a copy of your Praxis scores.

VII. GENERAL INFORMATION

Date Available _____ Are you under contract? _____

Why do you wish to make a change if you are presently employed?

Have you ever been:

- | | | |
|--|-----|----|
| 1. Convicted of a violation of law other than a minor traffic violation? | Yes | No |
| 2. Discharged or requested to resign from a former position? | Yes | No |
| 3. Refused renewal of contract? | Yes | No |
| 4. Convicted of any offense involving the sexual molestation, physical or sexual abuse or rape of a child? | Yes | No |
| 5. Are any criminal charges or proceeding pending against you? | Yes | No |
| 6. The subject of a founded case of child abuse and/or neglect? | Yes | No |

If the answers to any of these questions are "Yes," please explain in detail.

VIII. REFERENCES

Name	Position/Company	Address	Phone #

IX. EXTRACURRICULAR ACTIVITIES

Indicate the number of years experience in the activities listed below.

Extra Curricular Activities	High School Experience	College Experience	Contract Experience		Extra Curricular Activities	High School Experience	College Experience	Contract Experience
Football					Forensics			
Basketball					Debate			
Baseball					Drama			
Softball					Yearbook			
Track					Newspaper			
Volleyball					Literary Magazine			
Soccer					Student Government			
Cheerleaders					Other			

X. OTHER INFORMATION

Why have you chosen to apply to Richmond County, and what do you think you can contribute to our students?

XI. PROCEDURES FOR EMPLOYMENT

It is the applicant's responsibility to have credentials forwarded to the School Board Office before consideration will be given for employment.

1. Completed Richmond County Application – A resume is not acceptable in lieu of a completed application.
2. Transcripts – from undergraduate and graduate work are required.
3. Richmond County Applicant Data Form
4. Interviews – Applicants will be contacted if interviews are necessary.

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Richmond County Public Schools does not discriminate on the basis of race, color, national origin, political affiliations, sex, religion, age or disability in employment or provision of services. Applicants with disabilities will be accommodated upon notice.

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Applicant Data Form

Please respond to the following statements using complete sentences and good paragraph form:

1. State briefly your philosophy on pupil discipline:

2. State briefly your views on teaching as a profession:

Please Use This Space To Express Any Personal Comments:

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