



Culpeper County Public Schools

450 Radio Lane – Culpeper, VA 22701

www.culpeperschools.org

Office of Human Resources

Phone (540) 825-3677

FAX (540) 829-2042

APPLICATION FOR SUPPORT POSITIONS

Current Date:		Social Security Number:	
Date Available:		US Citizen: <input type="checkbox"/> Yes <input type="checkbox"/> No (If no, do you have a legal right to employment in the US? <input type="checkbox"/> Yes <input type="checkbox"/> No)	
Last Name:	First Name:	Middle:	Maiden:
Present Street Address:			
City		State	Zip Code
Permanent Street Address:			
City		State	Zip Code
Home Telephone Number:	Work Telephone Number:	Cell Phone:	
E-mail Address:			

INDICATE POSITION DESIRED

<input type="checkbox"/>	Receptionist	<input type="checkbox"/>	Library Clerk	<input type="checkbox"/>	Substitute Teacher # Days available per week
<input type="checkbox"/>	Bookkeeper	<input type="checkbox"/>	Para-educator/Teaching Assistant		
<input type="checkbox"/>	Secretary	<input type="checkbox"/>	Nurse: <input type="checkbox"/> LPN <input type="checkbox"/> RN		
<input type="checkbox"/>	Lunchroom Monitor	<input type="checkbox"/>	Other:		

Referral Source: Advertisement/Posting Employee Friend Other (explain) _____

If presently employed, why do you wish to change? _____

Do we have permission to contact your previous employer? (if no, explain) No Yes

Is there any reason you can not perform the essential tasks of the job for which you are applying?
(If yes, explain) No Yes

If under contract, have you checked and can you be released if you are offered another position? No Yes

Have you ever been employed by Culpeper County Public Schools? (if yes, when? _____) No Yes

Have you ever been discharged or requested to resign from a position (if yes, explain) No Yes

Have you ever been convicted of any crime other than a minor traffic violation? (if yes, explain) No Yes

Are any criminal charges or proceedings pending against you? (if yes, explain) No Yes

Have you been convicted of any offense, or found by any court of law to have engaged in any act involving the sexual molestation, physical or sexual abuse, or rape of a minor? (if yes, explain)

No Yes

Have you ever been convicted of any other crime or offense (felony or misdemeanor), entered a plea Of guilty, Alford plea, plea of nolo contendere, or received a suspended imposition of sentence, had a charge dismissed after a period of probation, or is there a criminal charge pending against you? (**Do not include convictions for minor traffic violations. Do include DWI/DUI convictions**) (if yes, explain)

No Yes

If you answered "Yes" to either of the above two questions, list the specific offense(s), the date of the court disposition or the upcoming court date, and the name of the court jurisdiction where the case was or will be heard.

EDUCATION TRAINING

High School	Address	Dates Attended	Graduated

List colleges or schools you have attended and submit a copy of your transcript.

College / University	Address	Dates Attended	Degree Conferred & Date	Accred.

WORK EXPERIENCE INCLUDING MILITARY SERVICE

Dates	Kind of Work	Name & Address of Employer	# of Yrs/Mos

REFERENCES

You MUST include your current supervisor if you are now employed.

Name	Position / Title	Present Address	Phone #

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 personal and professional reference information. I, without limitation, hereby release the school division and the reference source from any liability in connection with its release or use in connection with my application for employment. 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 _____

CULPEPER COUNTY SCHOOL BOARD DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, GENDER, AGE, OR DISABILITY IN ADMISSION OR ACCESS TO, OR TREATMENT OR EMPLOYMENT IN, ITS PROGRAMS AND ACTIVITIES.

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CLASSIFIED REFERENCE FORM

The applicant listed below is formally applying for a position in the Culpeper County Public School System. As a part of our employee selection process, we request **each applicant to forward a copy of this reference form to three persons** who are uniquely familiar with his/her ability, potential, and/or past performance. Your prompt attention in completing the items below and returning the form to us will be greatly appreciated. Your reply will be considered strictly confidential.

Starr Rowe
 Director of Human Resources

NAME OF APPLICANT _____
 POSITION APPLICANT IS APPLYING FOR _____
 NAME OF REFERENCE _____
 ADDRESS OF REFERENCE _____

TO APPLICANT: Many people will not complete references unless confidentiality can be assured. If you wish this reference to be confidential, please sign and date the waiver of access below. All applications and accompanying records become the property of the district and are not available to candidates. If, for some reason, you do not wish to utilize this form, please notify the Culpeper County Public Schools Human Resources Office.
 WAIVER OF ACCESS: I, the undersigned, waive any right of access to this reference.

Signature _____ Date _____

Please record in the boxes below a number from the following scale which describes your comparison of the above-named applicant with persons you have known with comparable years of experience.

- 1. Outstanding 2. Above Average 3. Average 4. Below Average 5. Unknown**

Professional attitude	Attendance
Maturity	Creativity
Loyalty	Flexibility
Enthusiasm	Efficiency in routine matters
Dependability of judgment	Ability to relate to co-workers
Promptness	Ability to work independently
Communication	Knowledge/Skills

How long have you known the applicant? _____

What position did the applicant hold? _____

How long did the applicant hold this position? _____

Would you employ or re-employ this applicant? _____

Would you prefer talking with us by telephone? _____ Number (____) _____

Please include any additional comments which might aid us in the overall evaluation of this applicant. _____

What is your relationship to the applicant? _____

Signature

Title

Date

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DATA COLLECTION FOR EQUAL EMPLOYMENT OPPORTUNITY REPORTING SYSTEM

Instruction: Employment agencies are often required to report pre-employment and employment data to the Equal Employment Opportunity Commission (EEOC). In order to maintain a current data system, you are urged to complete and return this form to the Culpeper County Public School Division Human Resources Department, 450 Radio Lane, Culpeper, Virginia 22701. *This data form will not become a part of your application or the selection procedure.*

Name: _____ Date: _____
(Please Print)

Sex: Male _____ Female _____ Date of Birth: _____
Month Day Year

Marital Status: Single _____ Married _____

Race: (Check appropriate)

_____ American Indian or Alaskan Native

_____ Hispanic

_____ Asian or Pacific Islander

_____ Black (not of Hispanic origin)

_____ White (not of Hispanic origin)

Position(s) applying for: _____

Signature

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"...promoting the development of the whole child."