



Norfolk Public Schools
Department of Human Resources
800 East City Hall Avenue
Norfolk, Virginia 23510

Human Resources Use Only		
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Employment Application

Please Print or Type

Applicant's Full Name: _____
Last First Middle Maiden

Other Name(s): _____

(Please provide any additional information relative to change of name, use of an assumed name, or nickname, necessary to enable a check on your work or school record.)

Present Mailing Address: _____
Street City State Zip

Permanent Mailing Address: _____
Street City State Zip

Telephone Numbers: Present (____) _____ Permanent (____) _____
Work (____) _____

Social Security Number: _____

(Note: Completion of number is optional. Failure to submit social security number on this form will not prohibit employment consideration. Social Security Number may be required on other forms prior to employment.)

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, medical records, driving records, previous employers and educational institutions, personal references, professional references, and other appropriate sources. Effective July 1, 1995, the background investigation will include fingerprinting (Section 22.1-296.2 of the code of Virginia). I waive my right of 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 are maintained, information from the Virginia or any 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 in this application with the knowledge that they may be relied upon in considering my application. Further, I understand that an omission and/or false statement made by me on this application, or on any accompanying supplement will be sufficient grounds for my not being hired or for my being dismissed should I be employed by the school division.

Date: _____ **Signature of Applicant:** _____

Mark the Appropriate boxes:

- ☐ New Application
☐ Previous application on file
☐ Former employee of the school system

Indicate Position(s) desired for which you are endorsed:

- ☐ Teacher ☐ Psychologist
☐ Guidance ☐ Visiting teacher/Social Worker
☐ Library/Media ☐ Administrator
☐ Other (explain)
☐ Substitute Teacher (Complete Sections I, IV, V, VII, VIII)

Are you a U.S. Citizen?

☐ Yes ☐ No

If not, are you eligible to work in the U.S.?

☐ Yes ☐ No

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

DIVISION OF HUMAN RESOURCES USE ONLY

I. Educational and Professional Training (List chronologically)

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 (List all chronologically and include any internships.) ☐ Student Teaching Grade

Name of School	School Division City/County	State	Grade Level and or Subject	Dates	Human Resources Use

III. Teaching Experience (List choronologically all teaching experience, and include a sheet if necessary. DO NOT include substitute teaching.)

Name of School	School Division City/County	State	Position Held Grade and/or Subject Taught (Specify)	Dates Mo./Day/Yr. (From..To)	Total Years	Full or Part Time	Human Resources Use

IV. Work Experience Other Than Teaching (List Chronologically and attach a sheet if necessary.)

Employer	City/County	State	Kind of work	Dates of Employment	Human Resources Use

V. Military Experience

Branch Of Service	Occupational Speciality (MOS)	Inclusive Dates	Type of Discharge

VI. Licensure

- A. Have you been issued a Virginia teaching license? No ☐ Yes ☐ If yes, enclose copy.
Type of VA licenses held: Provisional ☐ Collegiate Professional ☐ Postgraduate Professional ☐
Pupil Personnel ☐ Technical Professional ☐
Year of expiration of Virginia License _____ Endorsement(s) _____
Have you applied for a Virginia License? No ☐ Yes ☐
Statement of eligibility received? No ☐ Yes ☐ If yes, enclose copy.
If you have applied, but have not received your license, indicate whether you applied through your University or directly with Richmond.
Date you applied _____
- B. Have you been issued a license in another state? No ☐ Yes ☐ If yes, enclose copy of each.
State _____ Expiration Date _____ Endorsements _____
State _____ Expiration Date _____ Endorsements _____
- C. Have you taken the Professional Teacher Assessment? (If yes, enclose a copy of your scores.)
Praxis I: ☐ Yes ☐ No
Month-Year _____ Math _____ Reading _____ Writing _____ PPST or CBT _____
Specialty Area: ☐ Yes ☐ No
Month-Year _____ Subject _____ Score _____

VII. General Information

- Month, Day, and Year you are available for employment _____ Are you under contract? Yes ☐ No ☐
If yes, where? _____ Present Position _____
If presently employed, why do you wish to change? _____
If under contract, what type: ☐ Annual ☐ Probationary ☐ Other (explain) _____ ☐ Continuing/Tenure
If you are under contract now, have you checked and can you be released if you are offered another position? Yes ☐ No ☐
If not under contract, have you ever held a continuing contract in Virginia? Yes ☐ No ☐
If yes, site school division(s) and date(s) _____
Referral Source: ☐ Advertisement ☐ Posting ☐ Employee ☐ Friend ☐ Other (explain) _____
Have you ever been refused tenure or a continuing contract?
(If yes, explain on back.) Yes ☐ No ☐
Have you ever been discharged or forced to resign?
(If yes, explain on back.) Yes ☐ No ☐
Have you ever been convicted of a violation of law other than a minor traffic violation?
(If yes, explain on back.) Yes ☐ No ☐
Have you ever had a certificate or license revoked or suspended?
(If yes, explain on back.) Yes ☐ No ☐
Any criminal charges or proceedings pending against you?
(If yes, explain on back.) Yes ☐ No ☐
Have you been convicted of any offense involving the sexual molestation, physical
or sexual abuse or rape of a child? (If yes, explain on back.) Yes ☐ No ☐

VIII. References

It is the applicant's responsibility to have the following information provided to the School Division in order to be considered for employment: **THIS APPLICATION WILL NOT BE PROCESSED IF PROFESSIONAL REFERENCES ARE NOT PROVIDED WITH COMPLETE ADDRESSES AND PHONE NUMBERS.**

- A. The names of at least three professionals must be provided and must include current employer if employed, or last employer if not currently employed.
- B. Unless included in placement file applicants with work experience must provide recommendations from principals and/or superintendents from all contracted educational work experiences within the past three years. If experience was not within three years, provide references from the last contracted experience.
- C. As indicated above, a placement file is being sent, and/or reference as listed below.

