



## Support Application Document Submission Form

### School District of Volusia County

200 North Clara Avenue  
Deland, FL 32720  
386-734-7190 extension 20177

Date: \_\_\_\_\_ Last: \_\_\_\_\_ First: \_\_\_\_\_

Social Security Number (last four digits): \_\_\_\_\_

**PLEASE PRINT THIS FORM AND FOLLOW THESE INSTRUCTIONS TO ENSURE THAT YOUR APPLICATION FILE IS COMPLETE AND ATTACH NECESSARY DOCUMENTATION:**

#### **STEP 1:**

*Please indicate the appropriate selection:*

- ☐ I am a new applicant and need to complete an application file;
- ☐ I am a prior or existing applicant, employee or former employee who needs to update my file.

#### **STEP 2:**

*Attach the following documents (please use the following list as your checklist):*

*Please mark any electronically submitted documents with "E"*

\_\_\_\_\_ A copy of your signed Social Security Card (on a separate sheet of paper).

\_\_\_\_\_ A copy of a valid photo identification

\_\_\_\_\_ Completed FRS Certification Form (print and sign)

\_\_\_\_\_ A copy of your high school diploma, high school transcripts or equivalent degree. If your high school diploma is not available, please submit a letter from an appropriate official at the school district where you graduated on school letterhead, including date of graduation. For a high school diploma not from a state educational institution, we must have an official transcript with courses, grades, completion date, and some formal seal or signature.

\_\_\_\_\_ If applying for the following positions, official college transcripts in the sealed envelope may be required:

- Paraprofessional - need official college transcript of associates (or higher) degree or two years (48 semester hours) of college credit or an official score report confirming a passing score on the ParaPro Assessment Test
- Office Specialist - assessment can be waived with an associates (or higher) degree official college transcript
- Instructional Substitute – you may be able to receive a higher rate of pay with an official college transcript
- SWC Manager – need official college transcript showing either 30 or 60 semester hours to receive a higher rate of pay

\_\_\_\_\_ Three (3) sealed references from your last ten (10) years of employment.

One from the supervisor at your most current employer, and

One from the supervisor of your longest employment, and

One additional supervisor reference from any other employer not listed above.

If you have been employed for the last ten years from one employer, only one reference is needed. If you have been self-employed, use vendor or client references. For those applicants with a limited work history, volunteer or college references can be used to complete the required three references. Family and personal references cannot be used.

\_\_\_\_\_ A copy of your DD-214 form if you are claiming Veterans' Preference.

\_\_\_\_\_ A completed Criminal History Addendum, with paperwork, if applicable.

\_\_\_\_\_ Resume (**optional** but highly recommended)

#### **STEP 3:**

**WE REQUEST THAT YOU SUBMIT ALL REMAINING DOCUMENTS AT ONE TIME.** If this form is not submitted or not completed in its entirety, it will delay the processing of your application and/or hiring. Mail this form with the attachments to the following address:

**School District of Volusia County**

**Human Resources Division, P.O. Box 2118, DeLand FL 32721-2118**

Revised: 4-3-2012

Owner: Human Resources

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Print Locally