



Prince William County

PUBLIC SCHOOLS

Providing A World-Class Education

DEAR APPLICANT:

Thank you for your interest in PRINCE WILLIAM COUNTY PUBLIC SCHOOLS. The following summarizes the Certified (instructional) employment application process for new applicants and current employees. **To better serve the public, the online application has been modified.**

To determine if you are eligible for a teaching position, please follow the guidelines below:

- Have you received a bachelor's degree or will have received a bachelor's degree by the start of the 2008-09 school year?
- Do you hold a valid Virginia Certification? Do you hold certification in another state?
- Are you eligible for Virginia Certification (full or provisional)?

Please visit www.pwcs.edu/humanresources/certification to fill out the endorsement worksheet.

Step 1 Viewing Instructional Vacancies

Visit our vacancy page to see Certified Teacher vacancies, click on the Employment Opportunities link or you may go directly to the vacancy page at <https://jobs.pwcs.edu/Jobs/>. To view Certified Teaching vacancies, click on Certified which will redirect you to a new web page and select what area you are interested in (Elementary, Middle, High, or Special Education). After clicking on your area of interest, you will be redirected to another web page that outlines all current vacancies by position and location. You will also notice the posting number, date this position was posted, the date this position will be removed from the web page and the effective date of the position. These positions and job posting numbers will also be seen when you submit your on-line application.

Step 2 Online Application

You must have a completed *online* application in order to apply for a position(s). If you have not done so already, visit <https://jobs.pwcs.edu/appentry> and complete an online application.

Step 3 Applying for vacancies

Once you have identified a position(s) that you would like to be considered for you need to submit your interest in that particular position(s) prior to the vacancy deadline. You may submit your interest by following the steps below:

- Select the vacancy through the online application (preferred method). To do so:
 1. Log on to the online application <https://jobs.pwcs.edu/appentry>.
 2. Click "already applied" (If you have not already completed an online application click "new user" and complete the application then follow the following steps).
 3. Enter your ID and Password
 4. Select the "Certified" and "Start Application"
 5. Verify that your contact information is correct. Press "continue" at the bottom of the page.
 6. Using the left tool bar (in blue) select the "Vacancy" tab

7. Choose the position(s) you are interested and qualified for.
8. Update any information on the application that may have changed.
9. Select the “Applicant Testimony” tab on the blue tool bar.
10. Type “YES,” if you agree that all the information contained within your application is true and complete.
11. Verify that all sections of the application are completed. This will be indicated with a green check box, on the blue tool bar. If there is an area on the application indicated in “red” open that section of the application, complete unanswered fields, and press “continue” at the bottom of the page.
12. Select the “submit” tab and choose “submit.”
13. You should receive a reply message confirming the submission of your application.

Step 4 Documents

The following documents do not need be completed at the time you apply, however they must be received prior to an offer of employment. You are encouraged to forward these documents as soon as possible. They may be utilized when determining the most qualified candidates for a position.

- Two (2) Professional Reference Forms – Please note, you (the applicant) are responsible for mailing or faxing the Reference Form to the individuals (previous and current employers) who will provide your references. Once completed the form may be mailed or faxed to the Certified Human Resource Office. Instructions are provided on the Reference Form.
- Proof of highest completed education. Minimum requirement for most certified positions is a bachelor’s degree from an accredited United States college or evaluated transcript if you received your degree outside of the U.S.
- **If the position that you are applying for requires a license or certificate, proof of this documentation must be provided.** You are encouraged to review the job description(s) on the vacancy listing carefully to determine which licenses or certificates are required for a position.
- Once you apply for a particular position, the application and other supporting documents are reviewed to identify the best-qualified candidates. Those individuals will be contacted to set up interviews. This process takes approximately (2) weeks.
- Medical verification of a negative Tuberculosis (TB) test is required by the Code of Virginia for all employees working for the school system. This test **NEEDS** to be completed and you need to receive a negative result **BEFORE** you can start working in a school. This test may be taken at any medical facility that performs Tuberculosis tests. The applicant is responsible for all expenses incurred from the test.

All references, transcripts, and TB information should be mailed to:

Prince William County Public Schools
Department of Human Resources
Attention: Application Office
P.O. 389
Manassas, VA 20108
Or
Fax to 703.791.8193

If you have any questions about the certified application process, a Human Resource representative is available Monday through Friday from 8:00a.m. to 4:30p.m. at 703.791.8520.

The Prince William County School Division is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, marital or veteran's status, or disability.