



**SUBSTITUTE TEACHER EMPLOYMENT**

**\*\*\*\*PLEASE READ ALL INFORMATION CAREFULLY\*\*\*\***

Substitutes are important to the success of the total school instructional program and are expected to perform in place of the regularly employed teacher as directed by the Principal or designee. It is important that substitute teachers carry out all duties assigned to facilitate the instructional process and provide a safe, educationally productive environment in the classroom, school, or workplace.

To be considered for employment as a substitute teacher, please follow the instructions below:

1. **Complete the on-line application**, if needed you may use a mail-in application located under the Employment Information section (in blue) of this web-site. It is the applicant's responsibility to distribute two (2) reference forms preferably to either a current or previous employer. Please do not submit blank forms with application.
2. Submit a high school or college transcript verifying your highest level of education. The transcript request form provided with this application should be used only if the applicant is a PWCS graduate. All others should send a separate written request to their former school(s).
3. Submit proof of freedom from communicable Tuberculosis. The cost of the TB testing is the applicant's responsibility.
4. Once all application materials are received and it is determined that an applicant meets PWCS qualifications, the applicant will receive notification to come in to the Human Resources Office for further processing, to include mandatory paperwork and fingerprinting to complete a criminal records check. A mandatory orientation will be scheduled after the criminal records check is cleared.

Mail-in application, reference form, TB test form and HS transcript request form are available on this web-site under the Employment Information Section-Substitute Teaching (located in the blue column).

Substitute Teachers are compensated at a daily rate as listed below. All other temporary (non-instructional) employment is compensated at an hourly rate of pay as noted below.

**Substitute Teacher Daily Pay Scale:** \$79.00 (High School/Associates Degree)  
\$90.00 (Bachelor's degree and higher)  
\$108.00 (Long Term) \*Must hold 4 year degree\*

**Substitute Teacher Assistants:** \$9.25 per hour Regular Education      \$10.50 per hour Special Education

**REFERENCES, TRANSCRIPT AND TB INFORMATION SHOULD BE MAILED TO:**  
**PRINCE WILLIAM COUNTY PUBLIC SCHOOLS**  
**ATTENTION: SUBSTITUTE APPLICATIONS**  
**P.O. BOX 389**  
**MANASSAS, VA 20108**  
**Or**  
**Fax to 703-791-8021**

Questions regarding the substitute teacher application process should be directed to [personnelsub@pwcs.edu](mailto:personnelsub@pwcs.edu).

# 2007-2008 Prince William County School Listing

**\*\*The 16 locations that you choose to substitute at will be selected at orientation\*\***

## EASTERN PRINCE WILLIAM COUNTY SCHOOLS

ELEMENTARY	MIDDLE	HIGH
Antietam – S376	Beville – S478	Gar-Field – S569
Ashland – S320	Godwin – S464	Forest Park – S587
Bel Air – S367	Graham Park – S451	Freedom – S530
Belmont – S360	Lake Ridge – S472	Hylton – S571
Dale City – S361	Lynn – S452	Potomac – S514
Dumfries – S328	<b>Potomac – S417 Open Fall 2006</b>	Woodbridge – S506
Enterprise – S312	Rippon – S459	
Featherstone – S345	Woodbridge – S456	
Henderson – S333		
Kerrydale – S307		
Kilby – S344		
King – S316	<b><u>SPECIAL EDUCATION SCHOOLS</u></b>	
Lake Ridge – S318		
Leesylvania – S383	Ann Ludwig – S209	
Marumsc Hills – S357	Independent Hill School – S201	
Mary Williams ES – S324	PACE East – S225	
McAuliffe – S373		
Minnieville – S303		
Montclair – S380	<b><u>ALTERNATIVE SCHOOLS</u></b>	
Neabsco – S370		
Occoquan – S326	Group Home for Boys – CGHB	
Old Bridge – S382	Group Home for Girls – C142	
Pattie – S313	Juvenile Detention Center – C149	
Penn – S385	Molinari Juvenile Shelter - CJMS	
Potomac View – S355		
Rockledge – S304		
River Oaks – S375	<b><u>SPECIALTY SCHOOLS</u></b>	
<b>Rosa Parks – S394 Open Fall 2006</b>		
Springwoods – S332	Porter Traditional School – S323	
Swans Creek – S389		
Triangle – S343		
Vaughan – S358		
Washington Reid (Pattie Annex) S341		
Westridge – S374		

## WESTERN PRINCE WILLIAM COUNTY SCHOOLS

ELEMENTARY	MIDDLE	HIGH
Alvey – S322	Benton – S488	Brentsville – S553
Bennett – S365	Bull Run – S492	Battlefield – S529
Bristow Run – S386	Marsteller – S421	Osborn Park – S508
<b>Buckland – S395 Open Fall 2006</b>	Parkside – S450	Stonewall Jackson – S568
Cedar Point – S390	Saunders – S438	
Coles – S366	Stonewall – S448	
Ellis – S327		
Glenkirk – S334		
Loch Lomond – S346		
Marshall – S379		
Mountain View – S381	<b><u>SPECIAL EDUCATION SCHOOLS</u></b>	
Mullen – S377		<b><u>ALTERNATIVE PROGRAMS</u></b>
Nokesville – S315	Woodbine Preschool – S219	
Signal Hill – S397	PACE West – S291	New Dominion MS – S210
Sinclair – S362		New Directions HS
Sudley – S302		
Tyler – S363	<b><u>SPECIALTY SCHOOLS</u></b>	
Victory Lakes – S339		
WestGate – S354	Pennington Traditional – S293	
Yorkshire – S335		

**PRINCE WILLIAM COUNTY PUBLIC SCHOOLS**

**14800 Joplin Road**

**Mailing Address: P.O. BOX 389**

**Manassas, Virginia 20108**

**Internet Address: www.pwcs.edu**

FOR OFFICE USE ONLY

REC'D DATE \_\_\_\_\_

Orientation: \_\_\_\_\_

**SUBSTITUTE INSTRUCTIONAL APPLICATION**

**SECTION I PERSONAL INFORMATION** (Documents may be imaged, please print clearly with blue or blank ink)

DATE OF APPLICATION: \_\_\_\_\_ DATE AVAILABLE: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

NAME (Last) (First) (Middle) (Previous Name(s)) \_\_\_\_\_ SSN # (optional – see below): \_\_\_\_\_

MAILING ADDRESS (Street) (City) (State) (Zip) \_\_\_\_\_

Home Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

You may be asked to provide your social security number as part of the employment process with Prince William County Public Schools. In accordance with The Privacy Act of 1974, 5 U.S.C. § 552a, disclosure of your social security number is optional except for purposes of receiving wages; however, failure to provide it may result in processing delays if we have multiple applicants with the same or similar names.

In accordance with the United States federal tax code and regulations, 26 U.S.C. § 6011, 26 C.F.R. § 31.6011 (b)-(2), once employees receive offers of employment, all employees shall show their social security cards to Prince William County Schools, the employer, for purposes of receiving wages and withholding income taxes. See also Tax Reform Act of 1976, 42 U.S.C. § 405 (c)(2)(C) (i).

Should you elect to disclose your social security number for reasons other than receiving wages and withholding taxes, Prince William County Public Schools would utilize your social security number for the following reasons: (1) Submission to the Federal Bureau of Investigation and the Virginia State Police Department for purposes of performing mandatory criminal background checks; (2) submission to the Virginia Department of Social Services for purposes of performing child abuse records checks; and (3) submission to the Virginia Department of Education for purposes of determining your professional or other licensure status.

**SECTION II: Answer all questions.**

Are you legally eligible to work in the United States? Yes [ ] No [ ]

Are you a previous employee of PWCS? Yes [ ] No [ ]  
When and Where? \_\_\_\_\_

Have you previously applied for employment with PWCS? Yes [ ] No [ ]  
When and Where? \_\_\_\_\_

Do you have another application on file with PWCS? Yes [ ] No [ ]  
Area? \_\_\_\_\_

**(Substitute teacher/assistant applicants only, complete this section.)**

Check one: \_\_\_\_\_ Substitute Teacher \_\_\_\_\_ Substitute Teacher Assistant

Are you a full-time college student?  Yes  No (College student applicants will be processed for orientations in December or May. Applications for December orientations must be received by Nov 15 or applications for May orientations must be received by April 15.)

Do you have a Bachelors Degree or higher?  Yes  No

Do you hold a valid Virginia Teaching License?  Yes  No Expiration Date: \_\_\_\_\_

Provisional \_\_\_\_\_ Collegiate Professional \_\_\_\_\_ Postgraduate Professional \_\_\_\_\_ Technical Professional \_\_\_\_\_

Do you hold a valid teaching license from another state?  Yes  No Expiration Date: \_\_\_\_\_

State(s), Type(s), Area(s) of Endorsement: \_\_\_\_\_

Are you interested in long-term substitute assignments? (Bachelor's Degree or higher required)  Yes  No

Subject Area(s): \_\_\_\_\_

Have you passed the Praxis?  Yes  No

**(Adult Education applicants only, complete this section) \*Adult Education applicant must hold a minimum Bachelor's Degree\***

Check One: \_\_\_\_\_ Adult Basic Education (ABE) \_\_\_\_\_ General Educational Development (GED)  
\_\_\_\_\_ English for Speakers of Other Languages (ESOL) \_\_\_\_\_ Substitute Adult Education Teachers

Type of Degree  Bachelors Major: \_\_\_\_\_  Master's Major: \_\_\_\_\_ Other: \_\_\_\_\_

## SECTION IV – PROFESSIONAL/EMPLOYMENT HISTORY

List below all present and past employment beginning with your most recent (include Teaching if applicable): Attach additional employer information if needed.

Employer: _____ Phone Number : (    ) _____ Employed From: _____ To _____ Supervisor: _____ Reason for Leaving: _____ _____ _____	Job Responsibilities: _____ _____ _____ _____ _____ _____
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Employer: _____ Phone Number:(    ) _____ Employed From: _____ to _____ Supervisor: _____ _____ Reason for Leaving: _____	Job Responsibilities: _____ _____ _____ _____
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Employer: _____ Phone Number:(    ) _____ Employed From: _____ To _____ Supervisor: _____ Reason for Leaving: _____ _____ _____	Job Responsibilities: _____ _____ _____ _____ _____ _____
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## SECTION V – EDUCATIONAL BACKGROUND

EDUCATIONAL LEVEL	COMPLETE ADDRESS AND PHONE NUMBER	YEARS ATTENDED (FROM/TO)	CIRCLE LAST YEAR COMPLETED	GRADUATION DATE/MAJOR
High School		From _____ To _____		
College		From _____ To _____	1    2    3    4	
Graduate/ Other		From _____ To _____		

## SECTION VI – REFERENCES

Give three (3) references; include persons with whom you have taught or worked (co-workers) and who have knowledge of your character, personality, scholarship, and teaching ability. **No former employers or relatives.** The references listed below must be different from those providing the required written reference evaluations.

Name of Reference	Mailing Address	Phone Number	Position

## SECTION VII – Personal Data

As a condition of employment, Section 22.1-296.1 of the CODE OF VIRGINIA requires that all applicants for employment respond to the questions below. PLEASE NOTE: Any person making a materially false statement regarding any criminal offense shall be guilty of a Class I misdemeanor and upon conviction, the fact of said conviction shall be grounds for the Virginia Board of Education to revoke such person’s license to teach.

- |  |   |
|--|---|
| 1. Have you ever been convicted of a felony? .....   | 1. Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 2. Have you ever been convicted of a crime or moral turpitude? .....   | 2. Yes <input type="checkbox"/> No <input type="checkbox"/> |
| (Moral turpitude is lying, cheating, or stealing.)   |   |
| 3. Have you ever been convicted of an offense involving the sexual molestation, physical abuse, or rape of a child? .....  | 3. Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 4. Have you ever been the subject of a “founded” case of child abuse or neglect? .....   | 4. Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 5. Have you ever been convicted of a violation of law other than a minor traffic violation? .....  | 5. Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 6. Are any criminal charges or proceedings pending against you? .....  | 6. Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 7. Have you ever been dismissed, asked to resign, or entered into an agreement to resign any position? .....   | 7. Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 8. Have you ever had any disciplinary action taken against you by a previous employer, including written reprimand, suspension or demotion, which was not reversed upon a grievance or appeal? ..... | 8. Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 9. Have you ever had a teaching license revoked or suspended? .....  | 9. Yes <input type="checkbox"/> No <input type="checkbox"/> |

### Explanation of “YES” answers for Questions 1 – 7. \*REQUIRED\*

(Use additional sheets if necessary.)

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**SECTION VIII – Personal Data (continued)**

**Applicant's Certification and Agreement**

**(Please read carefully)**

I HEREBY CERTIFY THAT THE FACTS SET FORTH IN THE ABOVE EMPLOYMENT APPLICATION ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE. I AGREE TO UPDATE AND CORRECT THIS APPLICATION AND/OR SUPPLEMENT IF THE ANSWER TO ANY OF THE QUESTIONS CHANGES BETWEEN THE TIME I COMPLETE THE APPLICATION AND THE DATE I AM OFFERED EMPLOYMENT. I UNDERSTAND THAT THIS APPLICATION DOES NOT CONSTITUTE A CONTRACT FOR EMPLOYMENT. SELECTION OF ALL EMPLOYEES AND DETERMINATION OF SALARY LEVEL ARE SUBJECT TO RECEIPT OF CONFIRMING CREDENTIALS FOR PRINCE WILLIAM COUNTY PUBLIC SCHOOL PERSONNEL FILES. I UNDERSTAND THAT IF I AM EMPLOYED, FALSIFIED STATEMENTS ON THIS APPLICATION OR ANY SUPPLEMENT THERETO SHALL BE CONSIDERED SUFFICIENT CAUSE FOR DISMISSAL. I FURTHER UNDERSTAND THAT I MAY BE DISMISSED IF THE ANSWER TO ANY OF THE QUESTIONS IN THIS APPLICATION OR ANY SUPPLEMENT THERETO CHANGES AND I FAIL TO UPDATE AND CORRECT IT. YOU ARE HEREBY AUTHORIZED TO MAKE ANY INVESTIGATION AND CONTACT MY PRESENT EMPLOYER. I HEREBY WAIVE THE RIGHT TO ACCESS TO CONFIDENTIAL STATEMENTS MADE IN RECOMMENDATIONS USED SOLELY FOR EMPLOYMENT.

NOTE: This application will be moved to the inactive files after six (6) months, if not offered employment, unless you request in writing its reactivation. Any change in address, telephone number, etc., should be included in the request. (At the end of the school year you will receive a "Renewal Letter" for the upcoming school year; please state your intentions and return the letter by the specified date.)

**Documents Disclaimer:** *This document may be stored on microfiche, electronically, or by other document storage technology and the paper original may be destroyed unless you file a signed objection in writing simultaneously with this document. Unless you file such an objection, you give up any right you may have to view or handle the original document and you agree that any reproduction made from the document storage technology shall be considered an original for all purposes.*

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 and other appropriate sources. 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. The foregoing consent and release is valid and binding so long as I hold or apply for employment with the Prince William County School Board. Furthermore, I certify that I have made true, correct, and complete answers and statements on this application and that if information contained in this application later proves to be false or incomplete, my employment may be terminated. I understand that this form and any other documents become the property of the Prince William County School Division.

\_\_\_\_\_  
**PRINT NAME**

\_\_\_\_\_  
**SOCIAL SECURITY NUMBER**

\_\_\_\_\_  
**SIGNATURE OF APPLICANT**

\_\_\_\_\_  
**DATE**

**Section 9 – Referral Source**

- |   |  |                                       |  |
|---|--|---------------------------------------|--|
| <input type="checkbox"/> Newspaper/Magazine | <input type="checkbox"/> Job Fair                      | <input type="checkbox"/> Friend       | <input type="checkbox"/> PWCS Employee |
| <input type="checkbox"/> Walk-In            | <input type="checkbox"/> Internet (Specify site) _____ | <input type="checkbox"/> Other: _____ |  |

*The Prince William County School Board does not discriminate based on race, color, national origin, age, religion, political affiliation, handicapping conditions, or sex in its educational programs or employment. No person shall be denied employment solely because of any impairment, which is unrelated to the ability to engage in activities involved in the position or program for which application has been made.*

**PRINCE WILLIAM COUNTY PUBLIC SCHOOLS**  
**Attention: Substitute/Temporary Employment**  
**P. O. Box 389**  
**Manassas, VA 20108**

As mandated by the Code of Virginia (22.1-300) you are required to submit to the Human Resources Department a **signed and dated** statement (within previous 12 months) from a licensed physician or health department certifying that you are free from communicable tuberculosis. **Test results should be submitted when applying for employment.**

The Prince William County Health Department offers this service at a minimal fee. Please call for information and hours: Woodbridge Health Dept (703) 792-7300 or Manassas Health Dept (703) 792-6300. Health Dept. will provide official form, please write social security no. with name.

**REPORT FORM FOR TUBERCULIN TEST**

Name \_\_\_\_\_ Social Security No. \_\_\_\_\_

Type of Test Administered: \_\_\_\_\_ Date Test Administered: \_\_\_\_\_

\_\_\_\_\_ PPD \_\_\_\_\_ Date Test Read: \_\_\_\_\_

\_\_\_\_\_ Tine \_\_\_\_\_ Results of Test: Negative \_\_\_\_\_

\_\_\_\_\_ X-Ray \_\_\_\_\_ Positive \_\_\_\_\_

Comments: \_\_\_\_\_

I hereby certify that the above named individual is believed to be free of communicable tuberculosis.

\_\_\_\_\_  
Signature of Physician, Nurse or  
Public Health Official (**REQUIRED**)

Printed name of Physician, Nurse  
Or Public Health Official: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone No. with area code: \_\_\_\_\_

# PRINCE WILLIAM COUNTY HIGH SCHOOL TRANSCRIPT REQUEST FORM

**\*\*Not required if applicant is a College Graduate\*\***

**(DO NOT RETURN THIS REQUEST WITH APPLICATION)**

In order to be considered for employment as a Substitute Teacher for Prince William County Schools, your must be (1) a high school graduate, or have a degree from an accredited two or four year college or university. Applications cannot be processed without verification of education.

If you graduated from a Prince William County High School, but have not yet graduated from college, or received a GED, taken in Prince William County, please use this form to request an **OFFICIAL** transcript from the Prince William County Schools Record's Center. If you are a College graduate, please send a separate request to the college or university graduated.

**DO NOT** returns this request with your application.

**\*\*There will be a \$2.00 charge for ALL transcripts\*\***  
**(Cash or Money Order Only)**

Complete the information below and send to:  
**(Prince William County Schools graduates only)**

\*Do not send outside transcripts to the Records Center. Submit to the Substitute Office.\*

Prince William County Public Schools  
Records Center  
P.O. Box 389  
Manassas, VA 20108

**You are responsible for obtaining a transcript from schools other than Prince William County Schools.**

-----TEAR OFF BOTTOM SECTION AND SUBMIT-----

**PLEASE PRINT ALL INFORMATION BELOW and submit appropriate fee stated above.**

(Do not use initials and please specify PREVIOUS NAME(s) name if applicable)

Dear Prince William County Records Center:

This request is authorization to release my Prince William County high school transcript to the Substitute/Temporary Personnel Office. Please send directly to Personnel.

\_\_\_\_\_  
**NAME** (Last) (First) (Middle) (Previous Name(s))

\_\_\_\_\_  
High School (Prince William Co Schools ONLY!)

\_\_\_\_\_  
Year of Graduation

GED Recipient \_\_\_\_\_  
(Check only if applicable)

Year Taken \_\_\_\_\_

\_\_\_\_\_  
Signature/Authorization (Required!)

\_\_\_\_\_  
Date

( ) \_\_\_\_\_  
Daytime Phone Number

( ) \_\_\_\_\_  
Alternate Phone Number