Thank you for your interest in Prince William County Public Schools (PWCS). The following summarizes the 3-step Summer School Student Aide employment application process.

**Step 1 Complete an Online Application**

To Access the application

Go to our website [https://jobs.pwcs.edu/WorkSpace/](https://jobs.pwcs.edu/WorkSpace/) and login or create a new user account.

- If this is your first time applying for a PWCS position, select “New User.” You will be directed to a screen to set up a username and password.

- If you previously completed a PWCS online application, enter your Login User ID and Password. If you forgot your user ID or password, use the “Forgot your login information? Click here” option. If you need additional assistance call 703.791.8050, or request your login information by email [hr@pwcs.edu](mailto:hr@pwcs.edu).

After you log in click on the “Online Applications” link.
Select “Summer School Classified” and click “Start Application” as shown below.

- Certified
  Teachers, Counselors, Librarians, Psychologist, etc.

- Administrative/Management
  Administrative Coordinators, Supervisors, School

- Classified/Support
  Clerical, Teacher Assistant, Custodial, Bus Driver

- Substitute/Temporary
  Substitute Teacher, Classified Temporary, Temp

- Summer School Certified
  Teachers, Librarians, Nurses, etc. - Current PWC

- Summer School Classified
  Clerical, Security, Teacher Assistant, etc.

- Volunteer
  Volunteer, Student Teacher, etc.

**Start Application**

**Completing the Application**

The left toolbar shows the application progress. Once a page is successfully completed the box will change to GREEN. All sections must be “GREEN” before your application can be submitted.

**Contact Information**

The easiest way to complete the application is to fill out each page and click ‘Continue’ at the bottom. The list on the left will keep you informed of your progress. The current section is indicated by ■ and completed sections are indicated by ✓. A section indicated with ■ still needs to be completed or reviewed. All sections must be green ✓ to submit the application. If you make any changes, you must click the "Continue" button at the bottom of the page for the change to be accepted. When all sections are completed, you may click the "Submit" option on the bottom left of the toolbar, then select "Submit Application."

It is important that principals and hiring officials be able to contact you throughout the hiring season, therefore, please keep your information updated.

Use the “Continue” or “Back” options at the bottom of the page to navigate through the application.
To add the Student Aide vacancy:
In the “Vacancies” tab select “Add Position.”

Use the dropdown menu to select the “Student Aide” position then click “Continue”. The next page will show the Student Aide position under positions you are adding. Click “Continue” to move to the next page.

Once your online application is complete
1. Select the “Review and Print” tab.
2. Open both the “Review Form” and “Testimony Form” and PRINT them.
   You will need to bring a copy with you to your interview at the Summer Job Fair.
3. Once printed, click on the “Go To Submit” option.
4. You will receive an automated email message immediately following your submission. By receiving the email, you may feel confident that your application was successfully submitted.

Step 2 Obtain a Reference

- The Student Summer Reference Form is located on the PWCS Summer Employment Web page. Go to https://www.pwcs.edu/Employment, select “Summer Employment” and click on the link “Student Employment Reference Form.”
- You will need to print one reference form and provide it to a teacher or school administrator who knows your quality of work/performance.
- The teacher/administrator should complete the reference and return the completed form to you in a signed SEALED envelope. You are to bring the completed sealed reference with you to the Summer Job Fair.

Step 3 Attend a Summer Job Fair

Summer Job Fair will take place:
- Tuesday, March 10, 2020, 5:30 – 7:00 PM at the Kelly Leadership Center
  o 14716 Bristow Road, Manassas, VA 20112

Remember to bring:
- A printed copy of your completed online application and
- Completed school reference form in signed sealed envelope.

Successful candidates recommended for placement will be contacted at a later date.

If you need assistance with the online application, please contact the Human Resource Employment Service Center (ESC) at 703.791.8050, or email hr@pwcs.edu.

Thank you for participating in the PWCS Student Summer Employment application process.

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