



## PWCS Summer Certified and Classified Application Instructions

Thank you for your interest in Prince William County Public Schools (PWCS) summer employment. The following summarizes the summer school employment application process.

### Step 1 Review the available Summer School positions/locations

Determine which positions you are interested in. When you complete the application, you will be asked to select specific vacancies at specific locations.

Available positions are posted on the [Human Resource Jobs webpage](#).

### Step 2 Complete/Update the Application

Log in to the application site using the following link: [Applicant Workspace System link](#). There are three available ways to login.

- If this is your first time applying, select “New User.”
- If you previously completed a PWCS application, use the LOGIN option to enter your 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 email [hr@pwcs.edu](mailto:hr@pwcs.edu).*
- If you are a current PWCS employee, you can login using either the “Login” or “Current Employee? Login here” option.

**New User?**

Click [here](#) to register.

Login:

User ID:

Password:

Forgot your login information? Click [here](#).

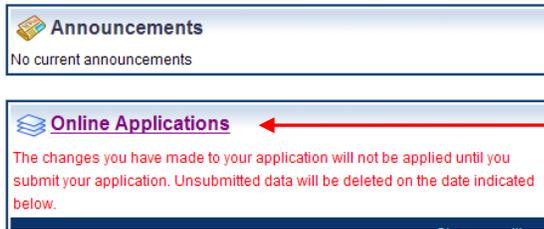
**Current Employee? Login here:**

Employee ID Badge Number:

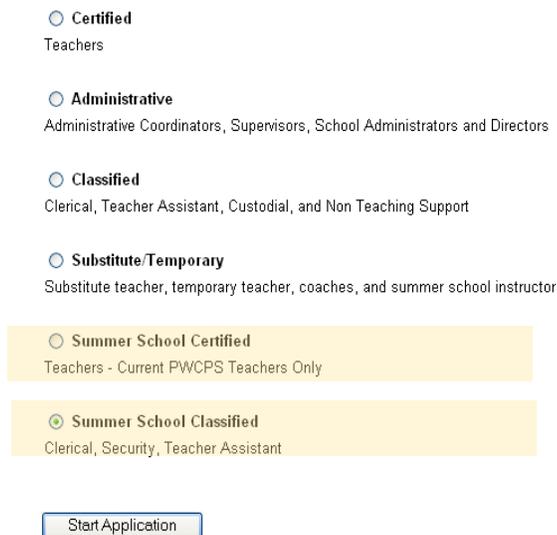
Last 4 SSN:

Date of Birth:  /  /

After login in click on the “Online Applications” link.

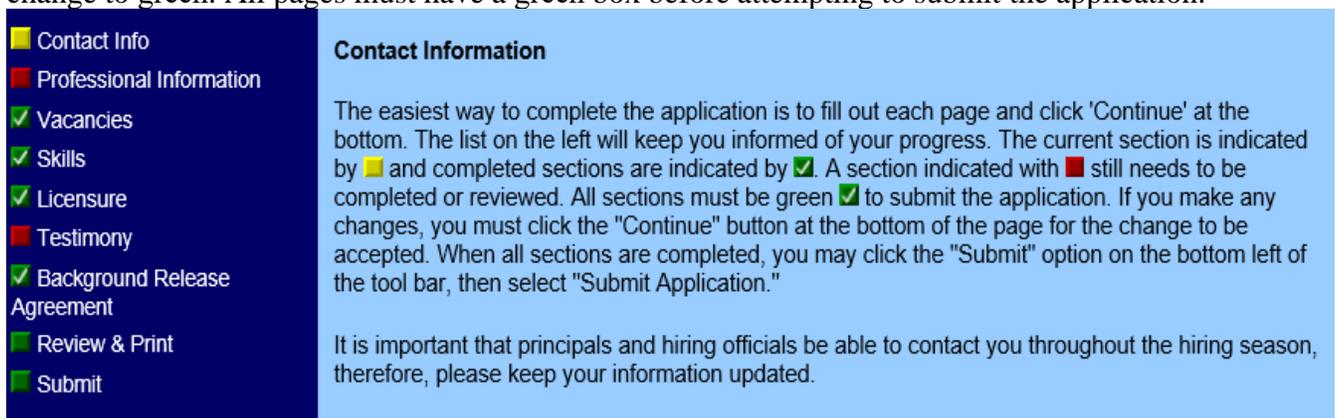


Select “Summer School **Classified**” (for Secretary, Office Assistant, Teacher Assistant, and/or Security positions) or “Summer School **Certified**” (for teacher positions), then click “Start Application”.



### Completing the Application

The left toolbar shows the application progress. Once a page is successfully completed the box will change to green. All pages must have a green box before attempting to submit the application.

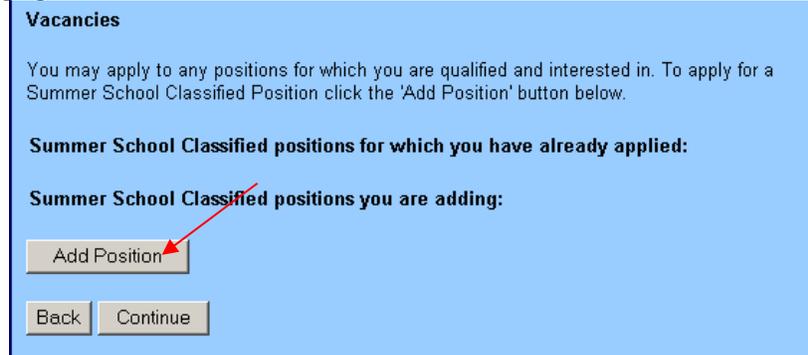


Use the “Continue” or “Back” buttons at the bottom of each page to navigate through the application.



## Add applicable vacancies:

In the “Vacancies” page:



**Vacancies**

You may apply to any positions for which you are qualified and interested in. To apply for a Summer School Classified Position click the 'Add Position' button below.

**Summer School Classified positions for which you have already applied:**

**Summer School Classified positions you are adding:**

Add Position

Back Continue

1. Click on “Add Position”
2. Use the “Position” dropdown menu to view the available vacancies.
3. Select the position/location you are interested in.
4. Click “Continue”
5. The selected position/location will appear in the next page.
  - a. **If you wish to add more than one position repeat steps 1-5. Once you have added all the position(s) you are interested in, click “Continue”.**



**Vacancies - Add / Edit Entry**

Click the dropdown ARROW (on the right) to display all the Summer School Classified (non-teaching) positions for which we are currently accepting applications. Highlight the position you would like to be considered for and select CONTINUE at the bottom of the page.

You must complete the application process AND SUBMIT in order for your interest to be accepted.

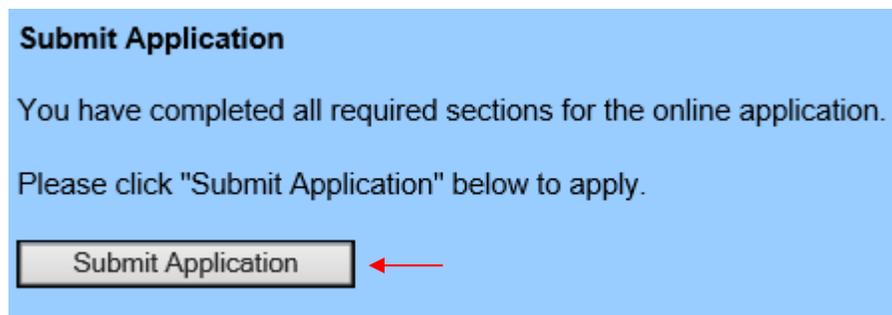
CLICK THE ARROW BELOW TO DISPLAY POSITIONS

Position: <No Selection>

indicates required field

Back Continue

Once your application is complete be sure to “submit” it.



**Submit Application**

You have completed all required sections for the online application.

Please click "Submit Application" below to apply.

Submit Application

You will receive an automated email immediately following your submission.

### Step 3 Applying to other Vacancies

After submitting your application, you may apply to additional summer positions directly on the [Job Posting website](#).

Click on a posted position that interests you. In the upper right corner click “Login to Apply.”



Once logged in, you may click on other posted vacancies, and click “Apply” in the upper right corner.



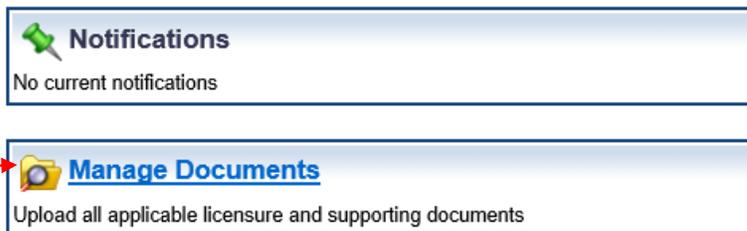
When logged in, a green checkmark will appear before the positions that you have applied to.

Category	Job Type
✓ Certified	ELEMENTARY
Certified	ELEMENTARY

### Step 4 Additional Documents

Current PWCS employees only need to complete the application, no additional documents are needed.

Candidates not currently employed by PWCS may upload documents in the “Manage Documents” section. Once you log in to the [Application Workspace](#), the Manage Documents section is on the right.



Professional references -

- If you include your previous/current supervisor’s email address in the application, an *electronic version* (the preferred method) of the professional reference form will automatically be sent to the supervisor via email. Once the supervisor completes the form, it will instantly upload to your profile.
- If you prefer, you may send your previous/current supervisors a *paper* [PWCS Reference form](#) to complete and submit.

If you need assistance with the application, please contact the Human Resource Employment Service Center at 703-791-8050 or [hr@pwcs.edu](mailto:hr@pwcs.edu).

Thank you for your interest in PWCS.

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