



HS Student Tutor Employment Reference and Eligibility Form

The Prince William County Public Schools (PWCS) HS Student Tutor position requires the completion of this reference and eligibility form.

SECTION I (To be completed by **student** and forwarded to the teacher/counselor/or school administrator requested to complete SECTION II)

In order for HS Student to be considered for a PWCS Tutor position, they must have completed a PWCS online substitute/temporary application <https://jobs.pwcs.edu/workspace/wspace.exe>, and facilitate the completion of this reference and eligibility (confirming their GPA to be 3.0 or higher) form.

HS Student's Legal Name: _____

First Name
Middle Initial
Last Name

Application PID # or Last 4 of Social Security # _____

HS you are currently attending: _____

ES/MS location(s) you are interested in working at: _____

Applicant's Signature: _____ **Date:** _____

SECTION II (To be completed by **teacher or school staff providing the reference**. Once completed, forward to the HS Job Coordinator.)

Teacher or School Staff Member's Name: _____ Position & Subject: _____

Email: _____ HS School Name: _____

Please rate the candidate's:

	Excellent	Good	Fair	Poor
Attitude Towards Learning	_____	_____	_____	_____
Communication Skills	_____	_____	_____	_____
Initiative	_____	_____	_____	_____
Dependability	_____	_____	_____	_____

Do you know of any reason why the applicant should not be employed as a tutor? Yes No If Yes, explain:

Teacher or School Staff Signature: _____ **Date:** _____

SECTION III (To be completed by the **High School Student Job Coordinator**. After completing this section, the form must be sent to HR using one of the methods listed at the bottom of this form.)

HS Student Job Coordinator Name: _____

Email: _____ High School Name: _____

Does the student (listed above's) GPA meet the minimum requirement of 3.0? Yes No

Do you know of any reason why the applicant should not be employed as a tutor? Yes No If Yes, explain:

HS Student Job Coordinator Signature: _____ **Date:** _____

Send this completed form to "HR, Temporary Employment Office" via courier, scan and email to HRSub@pwcs.edu, fax: 703.791.8021, or mail to: PWCS Attn: DHR Temporary Employment Office P.O. Box 389 Manassas, VA 20108.

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