

**PRINCE WILLIAM COUNTY PUBLIC SCHOOLS**

**EDWARD L. KELLY LEADERSHIP CENTER**

Risk Management and Security Services

14715 Bristow Road, P.O. Box 389

Manassas, Virginia 20108

(703) 791-7210 – April Littlejohn (littleall@pwcs.edu)

(703) 791-7404/Fax

**APPLICATION FOR SECURITY RESIDENCE**

**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED**

(Please Print or Type)

Application Date: \_\_\_\_\_ Date Available: \_\_\_\_\_

Type Applied For:            Apartment             Mobile Home             Both

**NOTE: Apartments are one bedroom efficiency apartments**

**Mobile Homes require the purchase of the trailer from previous resident**

**APPLICANT INFORMATION:**

Applicant Name:		
Address:	City:	State/Zip:
Home Phone #:	Cell #:	Work Phone #:
Email Address: _____ @ _____		
Place Employment:		
Days worked (e.g. Mon-Fri): _____ hours worked (e.g. 7:00 am – 4:00 pm): _____		

**ADULT (adults 18 years and above) CO-RESIDENT INFORMATION:**

Co-Applicant Name:		
Address:	City:	State/Zip:
Home Phone #:	Cell #:	Work Phone #:
Email Address: _____ @ _____		
Place Employment:		
Days of week and hours worked:		

**NAME OF CHILDREN THAT WILL BE LIVING ON PREMISES:**

Name of Child	Age	Name of Child	Age

**GENERAL INFORMATION**

What special skills, training, certifications, etc., do you feel you have to help you qualify for this position?

---

---

---

Have you or your co-resident ever been convicted of a crime or been the subject of a CPS investigation (excluding minor traffic violations)? YES  NO

If YES, describe in full: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**LIST ALL RESIDENCES FOR THE PAST FIVE (5) YEARS:**

Address	Date	Landlord/Address	Landlord Daytime Phone #

**PERSONAL REFERENCES: (No former employers or relatives)**

Name	Address	Daytime Phone #

**EMPLOYMENT BACKGROUND:** List present/past employment starting with most recent:

Employer's Name/Address	Dates Employed	Job Title and Major Duties	Supervisor Name/ Daytime Phone #

May we contact employers listed above? YES  NO

If NO, indicate which one(s): \_\_\_\_\_

The facts set forth in my application are true and complete. Permission is hereby given to the Prince William County School Division to perform a character check as well as a police record check on me.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Co-Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**BACKGROUND INVESTIGATION  
RELEASE AND WAIVER  
(Applicant 1)**

I, \_\_\_\_\_, do hereby authorize and request that you  
(Print Name)  
make available to any duly authorized representative of the Prince William County Public School Division  
information concerning my background, employment history, and personal character. This is in  
connection with my application for employment with the Prince William County Public School Division.

SIGNED: \_\_\_\_\_

DATE: \_\_\_\_\_

WITNESS: \_\_\_\_\_

**NOTE: This release is not valid unless the applicant's signature is witnessed.  
Witnesses must be at least 18 years of age. Thank you.**

**(Please Print)**

Applicant's Name \_\_\_\_\_ Soc. Sec.# \_\_\_\_\_

Current Address \_\_\_\_\_

\_\_\_\_\_

Previous Address \_\_\_\_\_

\_\_\_\_\_

**BACKGROUND INVESTIGATION**

**RELEASE AND WAIVER**

**(Applicant 2)**

I, \_\_\_\_\_, do hereby authorize and request that you  
(Print Name)  
make available to any duly authorized representative of the Prince William County Public School  
Division information concerning my background, employment history, and personal character. This is in  
connection with my application for employment with the Prince William County Public School Division.

SIGNED: \_\_\_\_\_

DATE: \_\_\_\_\_

WITNESS: \_\_\_\_\_

**NOTE: This release is not valid unless the applicant's signature is witnessed.**  
**Witnesses must be at least 18 years of age. Thank you.**

**(Please Print)**

Co-Applicant's Name \_\_\_\_\_ Soc. Sec.# \_\_\_\_\_

Current Address \_\_\_\_\_

\_\_\_\_\_

Previous Address \_\_\_\_\_

\_\_\_\_\_