



# LUNENBURG COUNTY PUBLIC SCHOOLS

P.O. Box 710  
Kenbridge, VA 23944

## APPLICATION FOR CLASSIFIED POSITIONS

- Instructional Assistant  
  Substitute Teacher  
  Custodian  
  Bus Driver  
  Clerical  
  Maintenance  
  Cafeteria  
  Other: \_\_\_\_\_

### PERSONAL INFORMATION

Date of Application: \_\_\_\_\_ Date of Availability: \_\_\_\_\_  
 Name: \_\_\_\_\_ Social Sec. No.: \_\_\_\_\_  
           Last                              First                              Middle  
 Address: \_\_\_\_\_  
           Street    City    State                              Zip  
 Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

### PAST WORK EXPERIENCE

Name of Previous Employers/Firms	Dates of Employment		Type of Work	Final Salary	Immediate Supervisor	Telephone
	From	To				

### EDUCATIONAL BACKGROUND

(College graduates please provide documentation showing degree earned; e.g., copy of diploma, transcripts, etc.)

Name of Schools and Colleges Attended	Dates of Attendance		Diplomas, Certificates, or Degrees	Areas of Training, Specialization, and/or Majors
	From	To		

### REFERENCES

Name	Business or Firm	Position	Address	Telephone

## GENERAL INFORMATION

Position or type of work for which you are applying: \_\_\_\_\_

Are you currently employed? \_\_\_\_\_ If YES, where? \_\_\_\_\_

If presently employed, why do you wish a change? \_\_\_\_\_

If NO, why did you leave your last employer? \_\_\_\_\_

	Yes	No
1. Have you ever been requested to resign from a position? If YES, please explain.	<input type="checkbox"/>	<input type="checkbox"/>
2. Have you ever been convicted of a violation of law, other than a minor traffic violation? If YES, please explain.	<input type="checkbox"/>	<input type="checkbox"/>
3. Are any criminal charges or proceedings pending against you? If YES, please explain.	<input type="checkbox"/>	<input type="checkbox"/>
4. Have you been convicted of any offense involving the sexual molestation, physical or sexual abuse, or rape of a child? If YES, please explain.	<input type="checkbox"/>	<input type="checkbox"/>

What special skills or qualifications do you possess that qualify you for the position or work for which you are submitting this application?

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## APPLICANT'S STATEMENT

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, professional 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. This release includes the sources cited above and specific examples as follows: the local sheriff, information from the Central Criminal Records Exchange of either data on all criminal convictions or certification that no data on criminal convictions are maintained, and information from the Virginia or other State Department of Social Services Child Protective Services Unit and any locality to which they may refer for release of information pertaining to any findings of child abuse or neglect investigations involving me.

Furthermore, I certify that I have made true, correct, and complete answers and statements on this application in the knowledge that they may be relied upon in considering my application. I understand that any omission or falsely answered statement made by me on this application or any supplement to it will be sufficient grounds for failure to employ or for my discharge should I become employed with the school division.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### FOR SCHOOL BUS DRIVER APPLICANTS, ONLY

**Attach a copy of your current DMV Driving Record and CDL Instruction Permit for School Bus**

Current Driver's License—State: \_\_\_\_\_ Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

	Yes	No
1. Has your driver's license ever been suspended or revoked? If YES, please explain.	<input type="checkbox"/>	<input type="checkbox"/>
2. Have you had any type of vehicle accident in the past three years? If YES, please explain.	<input type="checkbox"/>	<input type="checkbox"/>

**THE LUNENBURG COUNTY SCHOOL BOARD IS AN EQUAL OPPORTUNITY EMPLOYER.**

**LUNENBURG COUNTY PUBLIC SCHOOLS  
BOARD OF EDUCATION  
P.O. Box 710  
Kenbridge, VA 23944**

**SUPPORT PERSONNEL REFERENCE FORM**

**(Statement Required by School Board Policy)**

Date: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

This is to certify that the above-named individual, who is an applicant for a job as support personnel, is known by us to be a person of good moral character.

Signed No. 1: \_\_\_\_\_ Telephone No.: \_\_\_\_\_

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

Signed No. 2: \_\_\_\_\_ Telephone No.: \_\_\_\_\_

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

**NOTE: Please have two people who know you sign this page as personal references.**

### **SUBSTITUTE PERSONNEL**

Please check the grade levels and locations at which you are willing to substitute. Your opportunities to substitute will be limited according to the grade levels and the schools you are prepared and willing to serve.

- Elementary school (4 year olds through Grade 5): Kenbridge Elementary School
- Elementary school (kindergarten through Grade 5): Victoria Elementary School
- Middle school (grades 6-8): Lunenburg Middle School
- High school (grades 9-12): Central High School

### **VIRGINIA BOARD OF EDUCATION**

#### **REGULATIONS GOVERNING SUBSTITUTE TEACHERS (8 VAC 20-640-10)**

**Substitute teachers must:**

1. Be a minimum of 21 years of age or in their third year of college with a “C” average,
2. Possess good moral character,
3. Have earned a high school diploma or General Education Diploma (GED), and
4. Attend an orientation to school policies and procedures conducted by the local school division.

### **INSTRUCTIONAL ASSISTANTS—HIGHLY QUALIFIED REQUIREMENT**

Based on the No Child Left Behind Act, 2001, all instructional assistants must be highly qualified. This may be accomplished by completing one of the three requirements listed below:

1. Complete two years of study at an institution of higher learning,
2. Obtain an associate’s (or higher) degree, or
3. Pass the ParaPro Assessment Test.