

Northern Neck Technical Center
P.O. Box 787
13946 Historyland Hwy.
Warsaw, VA 22572

Application for Professional Employment

Date _____ Date of Availability _____

Name _____
(Last) (First) (Middle)

Present Mailing Address _____

Permanent Address _____

Telephone Numbers: Present _____ Permanent _____
Work _____

Social Security Number _____

Position Applying For:

- Teacher Guidance
 Principal Assistant Principal
 Other (explain) _____

In order to assist us in evaluating your qualifications, we have asked for specific personal information in this application. You are to complete every item or write N/A if not applicable to you. It is the policy of the Northern Neck Technical Center to conform to laws of the United States and not to discriminate with regard to one's race, color, religion, national origin, sex, age, ancestry, martial status or handicapping conditions.

DO NOT WRITE IN THIS SPACE (for Personnel Office Use Only)	
_____	Full time teaching experience _____
_____	Credit for military service _____
_____	Total credit for experience _____
_____	Highest degree held _____
_____	Salary _____
_____	Assignment:
_____	School _____
_____	Grade and/or subjects _____
_____	Date of Entrance _____

V. MILITARY EXPERIENCE

Branch of Service	Inclusive Dates

VI. CERTIFICATION

Type of Virginia Certificate: Provisional Collegiate Professional Postgraduate Professional

Year of Expiration of Virginia Certificate _____ Endorsements _____

Out of State Certificate: State _____ Expiration Date _____ Certification/Endorsements _____
 State _____ Expiration Date _____ Certification/Endorsements _____

Have you taken the National Teacher's Examination? _____ (If yes, please submit a copy of your scores.)
 Yes No Month Year

VII. POSITION(S) APPLIED FOR

Position(s) Applied For: (List in order of preference) _____
Please be specific as to grade level(s)/subject area(s)

Month, Day and Year Available _____

Are you under contract? _____ If yes, where? _____ Present Position _____

Why do you wish to make a change if you are presently employed? _____

Have you ever been refused tenure or a continuing contract? (If yes, explain on back.) _____

Have you ever been discharged or requested to resign from a former position? (If yes, explain on back.) _____

Have you ever been convicted of a violation of law other than a minor traffic violation? (If yes, explain on back.) _____

Have you been convicted of any offense involving the sexual molestation, physical or sexual abuse or rape of a child?
 Yes No

VIII. PROCEDURES FOR EMPLOYMENT

Required Credentials: It is the applicant's responsibility to have the following credentials forwarded to the personnel office before consideration will be given for employment:

1. **Completed Application**—(A resume is not acceptable in lieu of a completed application.)
2. **Transcripts**—from undergraduate and graduate work are required. (Unofficial are acceptable.)
3. **College/University placement folders**—are required, if registered.
 - a. Are you registered with a placement office? Yes No
 If yes, give name under which registered. _____
 - b. Beginning teachers NOT REGISTERED with a placement office should include as reference sources their student teaching supervisor(s), critic teacher(s), and two college professors.
4. **References** APPLICANTS WITH EDUCATION EXPERIENCE: UNLESS INCLUDED IN PLACEMENT FILE, applicant's reference sources listed below must include principal and/or superintendent related to most recent contracted education experience within the last four years.

Name of Reference	Position	Present Address (Street-City-State)	Zip Code
1.			
2.			
3.			
4.			

INTERVIEWS: Applicants will be contacted by the Personnel Department if interviews are necessary.

