

HENRICO COUNTY PUBLIC SCHOOLS

Department of Human Resources • P. O. Box 23120 • 3820 Nine Mile Road • Richmond, VA 23223 • (804) 652-3664

SUBSTITUTE APPLICATION

GENERAL DATA

Social Security Number _____
Name (Last, First, Middle) _____
Address _____
City _____ State _____ Zip _____
Telephone Number _____ Date of Birth (If under 18) _____

EDUCATIONAL BACKGROUND

Name of High School _____ City & State _____ Year of Diploma or GED _____
Name of College or University _____ City & State _____ Degree, Year, Major _____
Name of College or University _____ City & State _____ Degree, year, Major _____
If no degree, how many semester hours? _____
Do you hold a Virginia Teaching License? Yes No How did you learn about our school system? _____
Endorsements _____

EMPLOYMENT EXPERIENCE IN EDUCATION

Name of School	City & State	Subject or Grade	Dates
_____	_____	_____	_____
Name of School	City & State	Subject or Grade	Dates
_____	_____	_____	_____

WORK EXPERIENCE OTHER THAN TEACHING (Please list all work experience. Use additional paper if necessary)

EMPLOYER	POSITION HELD	DATES OF EMPLOYMENT	REASON FOR LEAVING
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Have you ever been:

1. Convicted of violation of law other than minor traffic violations? (This includes, but is not limited to, misdemeanors, felonies, driving while intoxicated even if no time was served.) Yes No
2. Discharged or requested to resign from a former position? Yes No
3. Refused renewal of contract? Yes No
4. Convicted of any offense involving the sexual molestation, physical or sexual abuse or rape of a child? Yes No
5. Investigated by the Department of Social Services (Child Protective Services Unit) for abuse or neglect with a result of "founded" or "reason to suspect"? Yes No

If the answer to any of these questions is "Yes", please explain in detail.

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 information from 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 law enforcement agency, information from the Central Criminal Records Exchange of either data on all criminal convictions or certification that no data on criminal convictions are maintained, 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, and I understand that any omission or falsification of any part of 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.

Date _____ Signature _____

For Human Resources Office Use Only: Job No. _____ - _____ - _____

Prepared by: Initials _____ Date _____ Authorized by: Initials _____ Date _____ Entered by: Initials _____ Date _____