

Dear Applicant:

Thank you for your interest in a teacher/an administrative position with the Colonial Heights City Public Schools. In order to have a complete file, applicants are asked to accept responsibility for having all of the documents on the following checklist forwarded to the Personnel Office at the above address.

- A completed application
- Unofficial transcripts of ALL college-level work
- At least three (3) Employment Reference Check Forms (See REFERENCES below.)
- Copy of scores on the Praxis I and II Tests
- Copy of Virginia teacher's license/certificate OR a completed Virginia Teacher's License application form (See LICENSE below)

**REFERENCES:** Applicants should forward the reference check forms to the three references of their choice as listed in the employment application form. Applicants should stress the importance of references to their reference sources and conduct follow-up, as necessary, to ensure that references are completed. Relatives and personal, casual, or social friends should be used only as a last resort--we are interested in professional performance references, not solely character references.

**CONFIDENTIALITY:** Applicants should respect the right of any reference to provide confidential information about the applicant and should encourage references to mail completed reference forms directly to the Personnel Office. However, to ensure timely completion of references, applicants may have references completed and returned to them in SEALED ENVELOPES for forwarding.

**EXPERIENCED TEACHERS:** The following are acceptable reference in succeeding order of preference:

1. Former Principal/Supervisor/Superintendent (especially for last two most recent positions held);
2. Teachers/curriculum specialists/colleagues with specific knowledge of applicant's professional performance.

**TEACHERS WITHOUT EXPERIENCE:** Since inexperienced teachers cannot secure references available to experienced teachers, other information pertaining to teaching ability and education is necessary. **As a minimum**, inexperienced teacher should file the following items which are applicable to the candidate:

1. Reference forms from Professors and/or Deans of the Schools of Education from which you are graduating (or attending if you are a career change applicant/alternative licensure candidate);
2. Copies of your practice teaching record, including a reference from your cooperating teacher;
3. A transcript of your educational record (personal copies of transcripts are acceptable);
4. Copies of references from former employers (especially from most recent two employers) **if** you are an applicant entering the teacher profession after a career change/alternative licensure candidate.

**Note:** Because Student Teaching records and complete transcripts often are not available until late in a semester, applicants may file early applications with references from Professors/Deans and later supplement the application with other required information as soon as it becomes available.

**LICENSE:** Copies of Virginia and out of state teaching license should be included with the employment application. A copy of the appropriate Praxis Test scores should also be attached.

- If an applicant's name has changes since securing licensure, he/she should apply for a certificate name change as soon as possible.
- If Virginia licensure is in the process of being obtained; this status should be noted by attaching a copy of the license application form.
- If applicant neither holds nor has applied for Virginia licensure, the applicant should include a completed Virginia Licensure applications from [NOTE: appropriate fee(s) to be submitted at the actual time of applying to the State Department of Education for licensure.]

**CRIMINAL INVESTIGATION:** The Colonial Heights City Public Schools reserve the right and it is policy to request criminal history/F.B.I. fingerprint checks on all new employees. New employees with criminal convictions may be terminated from employment where there is a demonstrable relationship to the job. An employee may be required to provide additional information before being allowed to continue employment. If, when requested, you do not submit fingerprints for processing, you will be terminated from employment.

New employees will also be required to complete a Child Protective Services Release of Information Form.

**VERIFICATION OF ELIGIBILITY TO WORK:** Colonial Heights City Public Schools adheres to the Immigration Reform and Control Act of 1986 which requires new employees to present documentation of citizenship or the authorization of work in the United States. If you are employed by the Colonial Heights City Public Schools you will have to present when requested (within three days of employment date) a social security card or U.S. birth certificate, plus a driver's license or other photo identification (i.e. state, federal or military I.D.).

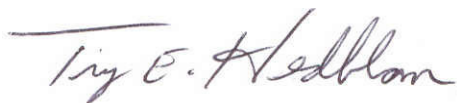
**EQUAL OPPORTUNITY EMPLOYER:** The Colonial Heights City School Board is an Equal Opportunity Employer. The Colonial Heights City School Board does not discriminate on the basis of race, color, religion, age, national origin, marital status, military service, disability, or sex in admission or access to, or treatment, or employment in its programs or activities. Reasonable accommodations will be provided to persons with disabilities if requested. The Director of Pupil Personnel Services is designated as the responsible person regarding assurances of nondiscrimination under Title VII of the 1964 Civil Rights Act and Title IX of the EEOC Act, Education Amendments of 1972. Requests for hearings over any complaint alleging discrimination based on a disability under Section 504, the Americans with Disabilities Act, and IDEA, shall be made in writing and directed to the Director of Pupil Personnel Services, 3451 Conduit Road, Colonial Heights, Virginia 23834, and telephone (804) 524-3445.

**For your information and guidance, our employment procedures are described below:**

1. All applications will be reviewed and screened by the appropriate personnel staff.
2. The appropriate personnel staff will review references, transcripts, and/or placement folders. The Colonial Heights City Public Schools reserve the right to confirm any or all references filed and to check any reference developed independently. Applicants who meet state licensure requirement and have the academic preparation, communication skills, and an interest in teaching in Colonial Heights City Public Schools may be given additional consideration.
3. An applicant who is being considered for a specific assignment will be scheduled for an interview with the building administrator(s) and/or school board office administrator(s).
4. Between July 1, 1986, and June 30, 1996, candidates requesting initial licensure from Virginia were required to achieve a passing score on both the Core Battery tests (consisting of three tests--Communication Skills, General Knowledge, and Professional Knowledge) and on an appropriate Specialty Area tests of the National Teacher Examinations (NTE). A passing score must have been achieved on all four tests prior to the issuance of a Virginia teacher's license.  
Beginning July 1, 1996, candidates requesting initial teaching licensure are required to achieve a passing score for Praxis I tests (Mathematics, Reading, Writing) and Praxis II Specialty Area test.

**Applications remain active for one year (12 months) and may be updated at any time during this period.** A written request to the Personnel Director will serve to reactivate your application for a longer period of time. You will be considered automatically for any positions for which you are qualified and will be notified if an interview is to be scheduled for you. We would appreciate your notifying us if you accept employment elsewhere or if you wish to have your application withdrawn from our active file for other reasons. Good luck in your search for a position. If you need assistance, feel free to call the Personnel Director at (804) 526-0811.

Sincerely,



Troy E. Hedblom  
Assistant Superintendent for Business Services