



# DINWIDDIE COUNTY PUBLIC SCHOOLS

*Human Resources*

P.O. Box 7  
Dinwiddie, VA 23841  
Phone (804) 469-4190 - Fax (804) 469-4197  
Email [jobs@dcpsnet.org](mailto:jobs@dcpsnet.org)

## Application for Employment Classified Positions

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

Address: \_\_\_\_\_  
Number Street Apt.  
City, State Zip

Telephone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

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

Are you a former employee of the School Division? Yes \_\_\_\_\_ No \_\_\_\_\_

Are you eligible to work in the United States? Yes \_\_\_\_\_ No \_\_\_\_\_

**Position Applying for:** (Check all that you would like to be considered for.)

Secretary \_\_\_\_\_ Paraprofessional \_\_\_\_\_ School Bus Aide \_\_\_\_\_ School Bus Driver \_\_\_\_\_  
Maintenance \_\_\_\_\_ Mechanic \_\_\_\_\_ Cafeteria Worker \_\_\_\_\_ School Nurse \_\_\_\_\_  
Custodian \_\_\_\_\_ Technology Support \_\_\_\_\_ Substitute Teacher \_\_\_\_\_ Other: \_\_\_\_\_

**Education:**

Less than High School Education – Indicate last year completed: \_\_\_\_\_

High School Graduate – School: \_\_\_\_\_

GED – Year Completed: \_\_\_\_\_

College or Professional School: Name of School: \_\_\_\_\_

Dates Attended: \_\_\_\_\_ Certificate/Diploma: \_\_\_\_\_

THE DINWIDDIE COUNTY PUBLIC SCHOOL SYSTEM DOES NOT DISCRIMINATE ON THE BASIS OF  
RACE, COLOR, NATIONAL ORIGIN, SEX OR DISABILITY.  
AN EQUAL OPPORTUNITY EMPLOYER



# DINWIDDIE COUNTY PUBLIC SCHOOLS

*Human Resources*

P.O. Box 7  
Dinwiddie, VA 23841  
Phone (804) 469-4190 - Fax (804) 469-4197  
Email [jobs@dcpsnet.org](mailto:jobs@dcpsnet.org)

**Experience (Begin with your most recent employer.):**

Employer's Name                      Complete Address                      Dates                      Position Held                      Phone No.                      Reason for Separation

---

---

---

---

---

---

---

---

---

---

Former employers will be contacted.

**References:** (Provide three additional personal/character references not related to you.)

Name                                      Telephone Number                                      Complete Address

---

---

---

**Please answer the following questions: (check yes or no):**

Have you ever been convicted of a violation of the law other than a minor traffic violation?    Yes     No

Have you ever been discharged or requested to resign from a former position?                      Yes     No

Have you ever been refused renewal of contract?    Yes     No

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

Are any criminal or non-civil charges or proceedings pending against you?                                      Yes     No

If you answered yes to any of the above, please give an explanation of the circumstances involved:

---

---

---

THE DINWIDDIE COUNTY PUBLIC SCHOOL SYSTEM DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX OR DISABILITY.  
AN EQUAL OPPORTUNITY EMPLOYER



# DINWIDDIE COUNTY PUBLIC SCHOOLS

*Human Resources*

P.O. Box 7  
Dinwiddie, VA 23841  
Phone (804) 469-4190 - Fax (804) 469-4197  
Email [jobs@dcpsnet.org](mailto:jobs@dcpsnet.org)

**Bus Driver Applicants Only:**

Virginia Driver's License No. \_\_\_\_\_

Route(s) applied for: \_\_\_\_\_

On a separate sheet, please list any previous work experience that you think will help you perform the job for which you are applying.

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 sources deemed appropriate in the sole discretion of the school division. 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 illustrative 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, 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 unconditionally 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 acknowledge that these questions shall be continuing in nature, and I have a duty to update, change or further amplify my answers to guarantee accuracy at all times. I understand that any omission, misleading or falsely answered statement made or implied by me on this application, or any supplement to it, whether written or oral, will be sufficient grounds for failure to employ or for my immediate discharge should I become employed with the school division. In the event the School Board determines, in its sole discretion, the existence of a material adverse report or omission as to any information, I agree that the employment offer/appointment will be deemed revoked immediately without further action, notice, or process. In conclusion, I acknowledge that if accepted for employment, I hereby agree to abide by the policies, regulations, and directives of the school division.

My signature below certifies that I have not been convicted of a felony, a crime of moral turpitude, or any offense involving the sexual molestation, physical or sexual abuse or rape of any child. I further acknowledge I am aware that any person making a materially false statement regarding any such offense shall be guilty of a Class I Misdemeanor and upon conviction, the fact of said conviction shall be grounds for termination.

I also certify that I have not been the subject of a founded case of child abuse or neglect.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date