



FAIRFAX  
COUNTY  
PUBLIC  
SCHOOLS

**2008 SUMMER SCHOOL APPLICATION FORM  
FOR SUPPORT POSITIONS ONLY  
APPLICATION DEADLINE: APRIL 18, 2008**

**COMPLETION OF ALL SECTIONS IS MANDATORY.**

<p><b>FCPS Employees or Former Summer School Employees:</b> Complete this form which must provide education/training, previous work experience and principal or program manager recommendation. Mail, pony, fax or hand deliver to: Department of Human Resources, Summer School Office 8115 Gatehouse Road, Suite 1154, Falls Church, VA 22042 Phone: 571-423-3139 Fax: 571-423-3107</p>	<p><b>Non-FCPS Employees</b> or temporary employees, such as substitute teachers: Complete this form which must provide education/training, previous work experience and two (2) letters of reference dated within the last year. Mail, fax or hand deliver to: Department of Human Resources, Summer School Office 8115 Gatehouse Road, Falls Church, VA 22042 Phone: 571-423-3139 Fax: 571-423-3107</p>	<p><b>PLEASE NOTE:</b> If an applicant is not assigned to a preferred site, his/her name will be placed in a general pool for consideration. <b>Late</b> applications will be considered only as vacancies occur. <b>Incomplete</b> applications will not be considered.</p>
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**Please type or print (black ink)** (Completion of SSN is optional.)

Name Last, First: \_\_\_\_\_ SSN: \_\_\_\_\_ FCPS ID #: \_\_\_\_\_

Street Address: \_\_\_\_\_ Home Telephone: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_ Zip Code: \_\_\_\_\_ Work/Daytime Telephone: \_\_\_\_\_

If Present Employee: Current Work Location : \_\_\_\_\_ Current Position: \_\_\_\_\_

# of Years Experience in FCPS : \_\_\_\_ # of Years Experience in FCPS Summer School: \_\_\_\_ Position Held: \_\_\_\_\_

**APPLICANT PREFERENCES FOR SUMMER SCHOOL EMPLOYMENT**  
(Number preferences 1, 2, and 3)

Student Information Assistant  
 Office Assistant  
 Safety & Security Specialist  
 Safety & Security Assistant  
 Public Health Training Assistant (PHTA)  
 Public Health Attendant (PHA)

**PREFERRED SITES:**

1st<sup>st</sup> Choice \_\_\_\_\_

2nd Choice \_\_\_\_\_

3rd Choice \_\_\_\_\_

**EDUCATIONAL BACKGROUND**

Name of high school or college: \_\_\_\_\_

Highest level of completion (please list degree if applicable): \_\_\_\_\_

Are you entering or returning to college this fall?  Yes  No

**PREVIOUS WORK EXPERIENCE**

Position Title _____	Name and Address of Employer _____
Type of Work _____	_____
Dates _____	_____
Position Title _____	Name and Address of Employer _____
Type of Work _____	_____
Dates _____	_____

I have had successful experience in the following (check any that apply):

Word Processing       WPM       Software integration/network administration

**REQUIRED: CHECK APPROPRIATE BOX, SIGN AND DATE**

If over 18 years of age, have you ever been convicted of a crime other than misdemeanor traffic violations?  Yes  No If "yes," give dates and convictions. \_\_\_\_\_

I understand that if offered a position MY ACCEPTANCE REQUIRES THAT I BE AVAILABLE FOR THE ENTIRE LENGTH OF THE SUMMER PROGRAM. **Any employment offer is contingent on available funding and sufficient student enrollment for the program.**

**I hereby certify that the information provided is complete and true, and I agree to all conditions of employment.**

**Applicant's signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**INFORMATION FROM THE PRINCIPAL OR PROGRAM MANAGER** (For current FCPS employee or former summer school employee)

**COMMENTS:** Please check appropriate box which describes applicant's ability to perform the work for which he/she has applied based on personal observation and/or information obtained from the local school personnel file and/or most recent evaluation.

**Check one:**     I recommend.     I recommend with reservation.     I do not recommend.

\_\_\_\_\_ Date      \_\_\_\_\_ Principal or Program Manager (Please Print)      \_\_\_\_\_ Signature/Work Location

**CENTRAL OFFICE USE ONLY**

Program/Course \_\_\_\_\_ Work Location \_\_\_\_\_

Authorized by \_\_\_\_\_ Date \_\_\_\_\_

**DEPARTMENT OF HUMAN RESOURCES USE ONLY**

DHR Summer School Specialist: \_\_\_\_\_ Offer Date: \_\_\_\_\_