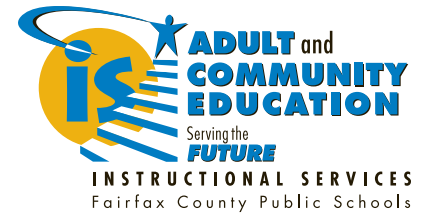


Share your passion



Part-Time Teaching Opportunities

Supplemental Income

Fairfax County Public Schools Adult and Community Education has offered quality education for over 50 years. Each year over 8,000 classes are offered and 61,000 individuals are served in 229 schools and community facilities. Be a part of this extensive educational network:

- share your passion
- enhance students' job skills
- inspire someone to begin a new career
- teach English to people from diverse cultures
- bring your ideas to the classroom
- help adults finish high school
- teach motivated adults and young people
- share your language and culture

Adult and Community Education strives to hire the best instructors. Our compensation package is competitive and offers:

- paid position per FCPS pay scale, including annual cost-of-living increase (as approved by the School Board)
- discounts for computer hardware and software, Technology@Home
- reduced rates for Adult and Community Education classes
- membership eligibility to Apple Federal Credit Union
- discounts to area health clubs
- incentives for apartment rental
- access to Fairfax County housing programs, including First Time Homebuyers program
- discounts for professional mover services

Apply for immediate consideration!

Send your completed application along with your résumé and a statement of why you want to teach for FCPS Adult and Community Education to:

Mail: Part-Time Teaching
Adult and Community Education
6815 Edsall Road, Springfield, VA 22151

Fax: 703.658.2789

E-mail: acejobs@fcps.edu

Inspire others



Application for Non-Contracted Education Positions

Adult and Community Education (ACE)

Instructional Services, Fairfax County Public Schools

Thank you for your interest in joining our group of dedicated instructors. We welcome your inquiries and suggestions. Please complete all sections of this application or write N/A if the item is not applicable. While you are not legally required to provide any of the additional information requested in this form, failure to supply such information may make it impossible for your application to be properly evaluated.

1. Identification

Full Name _____
 Street Address _____
 City, State, Zip _____ E-mail Address _____
 Home Phone _____ Work Phone _____ Fax _____

2. What would you like to teach?

A. Check instructional areas that interest you. (Check all that apply):

- | | |
|---|---|
| <input type="checkbox"/> Adult high school completion | <input type="checkbox"/> Foreign language for children |
| <input type="checkbox"/> American Sign Language | <input type="checkbox"/> Genealogy |
| <input type="checkbox"/> Apprenticeship, trades and industry | <input type="checkbox"/> Health and medical |
| <input type="checkbox"/> Arts | <input type="checkbox"/> House and home |
| <input type="checkbox"/> Business | <input type="checkbox"/> Information technology |
| <input type="checkbox"/> Communication | <input type="checkbox"/> Language and culture |
| <input type="checkbox"/> Culinary Arts | <input type="checkbox"/> Personal growth |
| <input type="checkbox"/> Driver Education | <input type="checkbox"/> Study skills/test prep for teens |
| <input type="checkbox"/> English for Speakers of Other Languages (ESOL) | <input type="checkbox"/> Other |

B. Specific course(s) you would like to teach (consider topics that fit the categories to the left, consult our catalog for ideas and/or suggest courses from your own experience and repertoire):

C. Time and season you would like to teach (check all that apply):

- Day Evening Jan–April May–Aug Sept–Dec

D. Date available:

3. References

List three references including a recent supervisor or principal; provide name, relationship, address, phone number, and e-mail address.

1. _____
2. _____
3. _____

4. Personal Data

- A. Are you legally authorized to work in the U.S.? Yes No
- B. Are you a current or former employee of Fairfax County Public Schools? Yes No
 If yes, provide name under which employed, position title, and dates _____
- C. Have you ever been discharged or requested to resign from a former position? Yes No
- D. Have you ever been refused renewal of a teaching contract? Yes No
- E. Have you ever been convicted of any offense involving the sexual molestation, physical, or sexual abuse of a child? Yes No
- F. Have you ever been convicted of a crime other than the above? (You may omit minor traffic violations.) Yes No

NOTE: If answer to C, D, E, or F is yes, attach a sheet with a detailed explanation. Include date and charge on all convictions even if later removed.

Attach a chronological résumé outlining your experience, education, certification, licenses and any special skills relating to the position for which you are applying. The Fairfax County School Board does not discriminate with regard to race, color, religion or national origin, sex, age, ancestry, or disability except that age and sex will be considered if they constitute a bona fide qualification for the position for which you are applying. If you choose not to answer any question, please state the reason for your refusal on the form. Falsification of this application or any supplement to it may result in refusal to consider you for employment or immediate discharge if you are already employed. Prior to employment by Fairfax County Public Schools, you will be required to provide results of a negative tuberculin test dated within the previous 12 months. You will be fingerprinted for a background check and will be required to produce original documents verifying your right to work in the United States. **▶ Once a job offer has been made and prior to employment, you must produce a Social Security card or verification of your Social Security number on Social Security Administration letterhead. Since acquisition of this documentation takes time, we suggest you initiate this process now.◀** This application and material submitted with it become the property of FCPS. Employees are required to comply with all FCPS rules and regulations. Your signature below provides authorization to conduct a background investigation and a reference check with prior employers. It also certifies that, to the best of your knowledge, the information provided on this application and the attached résumé is complete and true and that you accept the conditions of this application.

5. Signature Required

Signed _____ Date _____

Have you attached your résumé and a statement of why you want to teach for ACE?

FCPS: Y N Start Date _____ Budget Code _____ Position Code _____ Pay Band _____

Program Supervisor _____ ACE Endorsement _____