



WCPSS Application Checklist

Thank you for your interest in the Wake County Public School System (WCPSS). We seek the highest quality employees to help us achieve our mission and goal. If you want to invest your time, energy, and talents to help us facilitate success for Wake County students, we welcome your application for employment to our system.

WCPSS Mission	WCPSS Goal
<i>The Wake County Public School System will educate each student to become a responsible and productive citizen.</i>	<i>By 2008, 95% of students in grades 3 through 12 will be at or above grade level as measured by NC EOG or EOC tests, and all student groups will demonstrate high growth.</i>

Submit all parts of your application **at the same time** so that we can process it efficiently and quickly.

Remember

All employment applications include:

- Complete, signed Employment Application (if not completed online).
- Notarized** Application Supplement :
 - Sign the form in the presence of a notary.
 - Include detailed written explanations for questions answered with a “Yes.”
- Two confidential references in sealed envelopes. Use the forms provided.
- Copies of all of your teaching licenses (if applicable).
- All college transcripts (If degree was granted, transcripts should include the degree granted and date).

Submit your complete application:

Submit complete applications for non-certified administrators, teachers, special services, substitute teachers, teacher assistants, extra duty, and office support positions to:	Submit complete applications for maintenance, custodial, child nutrition, and bus driver/monitor positions to:
Director of Applications Wake County Public School System Human Resources 110 Corning Road Cary, NC 27518-9235	Director of Support Applications Wake County Public School System Human Resources 110 Corning Road Cary, NC 27518-9235

For assistance with your application or to check the Job Hotline call:

919-850-1800 or 800-346-3813

Online Job Listings:

<http://www.wcpss.net/HumanResources/hrjobs.html>

Salary schedules:

<http://www.wcpss.net/salary-schedules/>

Frequently Asked Questions

How can I obtain an application?

- Visit the Wake County Public School System at Crossroads II, 110 Corning Road, in Cary. Applications are also available at the front desk, in the Customer Service Center at 3600 Wake Forest Rd, and in the Human Resources office. Download an application from the WCPSS web site at <http://www.wcpss.net/> Click on the “Jobs” link at the top of the web page.
- Call 919-850-1800 or 800-346-3813.

How do I get confidential references completed?

- Reference letters should be completed by individuals for whom you have worked or those that can speak for the quality of your work. They may also include advisors, supervisors, and teachers. Relatives cannot be used as references.
- Provide the two confidential references from sources not listed on the application.
- Give them a copy of the reference form and an envelope marked “Reference for Applicant (*your name*).” Ask them to complete the reference and return it to you in the sealed envelope with their signature across the seal.
- Submit the two sealed envelopes with your complete application.

If I already have references completed, do I still need to include the confidential references provided in the application?

- Yes, you must include two confidential references on WCPSS forms in sealed envelopes that have been signed across the seal by the individual.
- Additional references may be included with your complete application but they will not be considered confidential and cannot be used in place of the confidential references.

How do I submit my application?

- Submit only *complete* applications. (See the Application Checklist.)
- Deliver or mail complete applications to the Director of Applications in Human Resources. (See the Application Checklist for addresses.)

What happens after my complete application is submitted?

- Your application information will be keyed into the WCPSS database.
- Once a complete application is on file, applicants may contact supervisors or principals about job openings.
 - Job Hotline: 919-850-1800 or 1-800-346-3813
 - Online Job Listings: <http://www.wcpss.net/HumanResources/hrjobs.html>
- Supervisors and administrators interview selected, qualified applicants for positions.

How do I find out about the status of my application?

- Once the application has been keyed into the WCPSS database, you will receive a postcard indicating the status of the application. It will take two to four weeks.

How long are applications kept on file?

- Complete applications are kept on file for two years. Incomplete applications are destroyed after six months.

If I already have an application on file, do I need to complete another application to substitute?

- No, you should submit a request in writing to the Director of Applications in Human Resources to have your file cross-referenced for substitute teaching. Include your full legal name and your social security number in your correspondence.

How do I reactivate my application?

- Call 919-854-1744 or 854-1687.

What happens if I am recommended for a job by a supervisor or administrator?

- The supervisor or administrator will recommend you for the job to the Human Resources Administrator for your school or building.
- The HR Administrator will check your personal and employment history and professional licenses.
- Applicants must get a physical that includes a drug test and a TB test. (The TB test must be read after three days. No recommended applicant can be in contact with students until the TB test is cleared.)



Application Supplement
Waiver and General Release

(This form must be notarized in order to be complete.)

FULL NAME:

(Last) (First) (Middle) (Maiden Name and year name changed)

OTHER NAMES USED IN THE LAST 10 YEARS (specify dates):

SEX RACE SOCIAL SECURITY NUMBER
DATE OF BIRTH: DRIVER'S LICENSE NUMBER SPECIFY STATE

List all of your places of residence for the past ten (10) years beginning with your current address. Use an additional page if necessary.

Table with 6 columns: Street, City, County, State, Zip, Year (From-To)

The Wake County Board of Education is an equal opportunity employer. Applicants are considered and hired without regard to race, sex, age, color, religion, national origin, citizenship status, political affiliation, or disability.

I hereby expressly authorize the Wake County Board of Education, its agents and employees to make any investigation of my personal or employment history, expressly including, but not limited to, federal and/or state criminal, law enforcement or traffic records, and periodic record checks after I am hired.

I certify that all information provided on both pages of this application supplement is accurate and complete. I agree that if any information or answers to questions change either before or after employment, I will notify the Assistant Superintendent for Human Resources - Employee Relations in writing immediately.

Signature Date

To be signed and dated in the presence of a Notary Public.

Notary Public Certification:

State of County of

I, as a Notary Public of the said State and County, do hereby certify

that personally appeared before me and,

being duly sworn, executed the foregoing instrument.

Witness my hand and seal this day of, Notary Seal

Signature of Notary

My commission expires

CRC Received
CRC Completed

Consumer Notification – Consumer Reports

You are hereby notified that a consumer report or an investigative consumer report may be obtained from a consumer-reporting agency, other agency, or directly by this employer for the purpose of evaluating you for employment, promotion, reassignment, or retention as an employee. The report may contain information bearing on your credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics or mode of living from public or private record sources, or through personal interviews with your neighbors, friends, associates, or educational facility. You have the right to make a request of the Consumer Reporting Agency to receive the information in its files on you at the time of your request. They will require proper identification and the payment of any authorized fees.

PLEASE CHECK THE APPROPRIATE BOX: If you answer “Yes” to any of the questions below, please provide a detailed explanation on a separate sheet of paper.

Yes No

- Have you ever been denied a teaching certificate or had a teaching certificate suspended or revoked?
- Have you ever been suspended or dismissed from a job?
- Have you ever been asked to resign from your job in the face of possible adverse employment action?
- Have you ever had an employment contract not renewed or not extended at the end of the contract?
- Have you ever received a below standard or unsatisfactory rating on a job performance evaluation?
- Have you ever been placed on an action plan (mandatory improvement plan) or been told that you would be required to complete an action plan?
- Have you ever been found guilty of any violation of law other than a minor traffic ticket? (If you have been convicted of writing worthless checks, driving while impaired, or driving while license revoked, you must answer “yes” to this question.)
- Have you ever pleaded guilty, pleaded no contest, received a Dismissal with Leave, a Prayer for Judgment, a Prayer for Judgment (continued), or entered into a Deferred Prosecution agreement for any charged violation of the law other than a minor traffic ticket?
- Do you have criminal charges or procedures pending against you?
- Are you currently under an obligation to perform or have you ever performed community service?
- Are you currently on, or have ever been sentenced to, supervised or unsupervised probation?
- Are you currently or have you ever been a vendor with Wake County Public School System?

Persons who are offered employment with the Wake County Public School System must meet the following conditions of employment in addition to the conditions of employment on the application:

- **Employment with the Wake County Public School System is conditional pending approval by the Wake County Board of Education and completion of the criminal records check.**
- **Applicants and current employees shall notify the Assistant Superintendent for Human Resources – Employee Relations immediately if they are charged with or convicted of a criminal offense (including entering a plea of guilty or nolo contendere) except minor traffic violations.**



Reference Form

Enclose this reference in a sealed envelope, sign the envelope across the seal, and return it to the applicant.

TO THE APPLICANT:

Complete this section of the form and direct it to one of the individuals listed on your application as a reference. Provide the person an envelope labeled "Reference for Applicant Applicant Name" in which to seal the reference. Have the person return the sealed envelope to you. Enclose the sealed envelope containing the reference with your complete application.

Print clearly or download this application from our web site at http://www.wcpss.net/employment.html and complete it as an MSWord document.

APPLICANT'S FULL NAME: Last Name First Name Middle /Maiden Name

APPLICANT'S ADDRESS Street City State Zip Code

APPLYING FOR A POSITION AS:

PERSON COMPLETING REFERENCE FORM:

TO THE REFERENCING INDIVIDUAL:

Place this completed form in an envelope labeled "Reference for Applicant Applicant Name." Sign your name across the sealed flap. Return the sealed envelope to the applicant who will submit it with his/her complete application.

Please respond to each of the areas below, giving your candid opinion of the applicant's qualifications for the position indicated above. Narrative comments on the back are welcome if you desire to elaborate. This information will be maintained in a separate pre-employment file and will not be made available to the employee except under subpoena or court order. Thank you for your assistance.

Complete this section for all applicants:

Table with 6 columns: Check the level at which the applicant consistently performs, Superior (5), Above Expectations (4), At Expectations (3), Below Expectations (2), Unsatisfactory (1). Rows include Character, Personal appearance, Energy level, Personality, Voice quality, Tact, Self-control, Enthusiasm, Willingness to accept criticism, Ability to work without close supervision, Ability to work closely with others, Dependability, Promptness and thoroughness, Overall attitude, Loyalty and cooperation, Communication skills (oral), Communication skills (written), Decision-making skills, Scholarship, Initiative.

Complete this section for teacher applicants only:

Table with 6 columns: Management of instructional time, Management of student behavior, Presentation of instruction, Monitoring of students performance, Provision for feedback to students, Evidence of planning, use of resources, Interaction with students, Interaction with co-workers, Assumption of non-instructional duties, Oral presentation skills, Evidence of professional growth, Enthusiasm for teaching.

Narrative comments are welcome.

Opportunities for observing the candidate: Yes ___ No ___ (If yes, please explain.)

Do you know of anything that would cause the candidate to be unfit for this position? Yes ___ No ___ (If yes, please explain.)

To your knowledge, has this applicant ever been subject to any disciplinary action or asked to resign? Yes ___ No ___ (If yes, please explain.)

If you were personally responsible, would you recommend the employment of this applicant? Yes ___ No ___ (If no, please explain.)

Additional Comments:

Reference Identification

Signature: _____

Printed Name: _____

Position: _____

Company/School: _____

Address: _____

City _____

State _____

Zip _____

Telephone Number: _____

Date: _____

Thank you for helping us to hire the best employees to serve Wake County students!

Questions?

Telephone 919-850-1800 or 800-346-3813

WCPSS Supplemental Information

Provide any other information that you feel is important for consideration of your application. List special training, certification or license, including knowledge, skills, abilities and other qualifications you would like us to consider. Use a separate sheet of paper if needed.

Conditions of Employment

Employment with the Wake County Public School system is conditional pending approval by the Wake County Board of Education. Failure to provide accurate and complete information on your application shall be grounds for disqualification for employment or immediate dismissal in the event you are employed.

- Applicants must complete a notarized Application Supplement form in its entirety as a part of the application package in order to be considered for employment.
- Under Federal Law, a new employee must complete the Employee section of the Employment Eligibility Verification (I-9) before assuming his/her duties. Within three days of assuming his/her duties, the employee must produce documentation establishing his/her authorization to work in the United States.
- It is the policy of the Wake County Board of Education to maintain a safe, drug-free workplace. If you have a commercial driver's license, and might drive a school bus or other school owned-vehicle, you will be required to submit to a drug and alcohol screening at the school systems expense.
- You must complete other employment forms in the employment package and submit them as specified in your employment letter.
- Teachers must be eligible to hold a North Carolina teaching license in order to teach in North Carolina.

Fair Labor Standards Act of 1938

I do hereby acknowledge that as part of the terms and conditions of my employment with Wake County Public School System, I understand that I may be required to work more than forty hours in a workweek. If I am considered a nonexempt employee, I further understand that, in lieu of overtime compensation, I will receive compensatory time off at the rate of one and one-half hours for each hour of employment for which the Fair Labor Standards Act of 1938 requires overtime compensation.

Signature of Applicant _____ Date _____

Assurance

The Wake County Public School System does not discriminate against any person on the basis of race, sex, color, religion, national origin, citizenship status, age, or handicap in any of its educational or employment programs or activities. We are an "Equal Opportunity Employer."

Are you related to a WCPSS employee? Yes No (If yes, Employee's name and position _____)

Have you previously filed an application with WCPSS? Yes No (If yes, date of application _____)

Have you previously been employed by WCPSS? Yes No (If yes, date from _____ date to _____)

Do you wish to have your application cross-referenced for substitute teaching? Yes No

Have you completed the North Carolina Effective Teacher Training? Yes No (If yes, provide complete certificate with included information.)

Read Carefully Before Signing

I certify that all information provided in this application is true and correct to the best of my knowledge. I understand that misrepresentation or failure to fully disclose any information requested in this application shall disqualify me from consideration, or subject me to disciplinary action up to and including dismissal in the event I am employed at the time it is discovered. I understand that my application will remain on file for two years. I agree that if any information or answers to questions change either before or after employment, I will notify the Human Resources Office in writing immediately. I authorize the superintendent to conduct reference and background checks. I have read and understand the conditions of employment stated above.

Signature of Applicant _____ *Date* _____