



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
<i>The Wake County Public School System will educate each student to become a responsible and productive citizen who can effectively manage future challenges.</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).
- Application Supplement Forms:
 - 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's Human Resources Department 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 Road.
- 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.
- Give them a copy of the reference form and an envelope marked "Reference for Applicant (*your name*).⁷ 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 all materials have been sent in, applicants may contact supervisors or principals about job openings.
 - 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. During busy times, this process can take several weeks; however, complete applications are available for principal/supervisor review, even if the applicant has not yet received the postcard.
- WCPSS is unable to provide telephone or email verification of application status.

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?

- If you remain an applicant, you must submit a new application after two years. Your old application will be purged after two years.

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 as well as request a state-mandated criminal background check.
- Once the criminal background check is completed favorably, recommended applicants are contacted by the HR Administrator.
- Applicants must get a physical examination recorded on the form provided by Human Resources. The test includes a tuberculosis test, which requires that results be read 48-72 hours after the test is administered.
- The applicant is then scheduled for a Pre-Employment Orientation session and paperwork is prepared for presentation to the Wake County Board of Education, which is responsible for approving the hiring of school system employees.

Application Supplement Waiver and General Release

FULL NAME:

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

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

SEX _____ SOCIAL SECURITY NUMBER _____

DATE OF BIRTH: _____ DRIVER'S LICENSE NUMBER _____ SPECIFY STATE _____

RACE/ETHNICITY: Please answer **both** Part I and Part II.

The federal government recently added options providing employees the opportunity to represent themselves more accurately.

Part 1 - Ethnicity Designation (please select one) Mark with and X or highlight in black one of the following boxes.

Are you Hispanic or Latino Yes No

Part 2 – Race Designation (select at least one, and all that apply)

- American Indian or Alaska Native:** A person having origins in any of the original peoples of North or South America (including Central America), and who maintains a tribal affiliation or community attachment.
- Asian:** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including Cambodia, China, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand or Vietnam.
- Black or African American:** A person having origin in any of the black racial groups of Africa.
- Native Hawaiian or Other Pacific Islander:** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands
- White:** A person having origins in any of the original peoples of Europe, the Middle East, or North Africa

Information about your date of birth, race/ethnicity, and gender is requested to verify your identity for purposes of obtaining an accurate background check and will not be a consideration in hiring or other employment decisions.

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

Street	City	County	State	Zip Code	Year (From – To)

Signature

Date

<p><u>CRC Received</u></p>	<p><u>CRC Completed</u></p>
-----------------------------------	------------------------------------

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 had any professional, occupational or trade license 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 "Developing," "Not Demonstrated," "Below Standard," "Unsatisfactory," or any negative rating on an employment evaluation?
- Have you ever been placed on a mandatory improvement plan such as an Action Plan, Directed Growth Plan, or Monitored Growth Plan?
- Have you ever been found guilty of any violation of law other than a minor traffic ticket? (For example, if you have been found guilty of writing worthless checks, driving while impaired, driving while license revoked, etc., 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 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.

I authorize any former employer, person, firm, corporation, or other entity to give the Board of Education, its agents or employees any written or other personnel information they may have regarding me. 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. I acknowledge that failure to provide accurate and complete information on this application supplement, or failure to update this supplement with accurate and complete information in the future, shall be grounds for disqualification for employment or immediate dismissal.

Signature

Date



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 your 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 all Application Supplement forms in 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* _____

**CONSUMER NOTIFICATION AND AUTHORIZATION – CONSUMER REPORTS
CONSENT FOR RELEASE OF INFORMATION**

In connection with my application for employment or continued employment with the Wake County Public School System, or as a volunteer or student teacher, I understand that a “consumer report” as defined by the Fair Credit Reporting Act (FCRA), may be obtained by a consumer-reporting agency, other agency, or directly by the Wake County Board of Education (Board), for the purposes of evaluating me for employment, promotion, reassignment, or retention as an employee, including assignment as a volunteer or student teacher. The types of information that may be obtained include, but are not limited to: credit reports, social security number verification, criminal records checks, public court records checks, driving records checks, educational records checks, verification of employment positions held, licensing and certification checks, etc. I understand that the results of this verification process will be used to make employment-related decisions, including decisions about student teaching and volunteer assignments.

I agree to release all persons and entities providing or receiving such information, including the Wake County Board of Education and its agents, from any liability connected with the release or receipt of requested information.

I understand that, to the extent allowed by law, information contained in my application or otherwise disclosed to the Board by me at any time may be utilized for the purpose of obtaining consumer reports. I further authorize the Board to obtain additional consumer reports about me for employment-related purposes, including decisions about student teaching and volunteer assignments, at any time during the course of my employment. I agree that this authorization and release will be valid, now or in the future, in original, faxed, copied or electronic form.

I have carefully read and understand this notice and authorization form. I acknowledge that I have received a summary of my rights under the Fair Credit Reporting Act. By my signature, I authorize the Wake County Board of Education to procure consumer reports on me in order to evaluate my application for employment, my promotion, reassignment, or retention as an employee, or my assignment as a volunteer or student teacher.

Printed name

Social Security Number

Signature

Date

Para informacion en espanol, visite www.ftc.gov/credit o escribe a la FTC Consumer Response Center, Room 130-A 600 Pennsylvania Ave. N.W., Washington, DC 20580.

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to www.ftc.gov/credit or write to: Consumer Response Center, Room 130-A, Federal Trade Commission, 600 Pennsylvania Ave. N.W., Washington, DC 20580.**

You must be told if information in your file has been used against you. Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address and phone number of the agency that provided the information.

You have the right to know what is in your file. You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free.

You are entitled to a free file disclosure if:

- A person has taken adverse action against you because of information in your credit report;
- You are the victim of identify theft and place a fraud alert in your file;
- Your file contains inaccurate information as a result of fraud;
- You are on public assistance;
- You are unemployed but expect to apply for employment within 60 days.

In addition, by September 2005 all consumers will be entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.ftc.gov/credit for additional information.

You have the right to ask for a credit score. Credit scores are numerical summaries of your credit worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.

You have the right to dispute incomplete or inaccurate information. If you identify information in your file that is incomplete or inaccurate and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See www.ftc.gov/credit for an explanation of dispute procedures.

Consumer reporting agencies must correct or delete inaccurate, incomplete or unverifiable information. Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.

Consumer reporting agencies may not report outdated negative information. In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.

Access to your file is limited. A consumer reporting agency may provide information about you only to people with a valid need - usually to consider an application with a creditor, insurer, employer,

landlord, or other business. The FCRA specifies those with a valid need for access.

You must give your consent for reports to be provided to employers. A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.ftc.gov/credit.

You may limit “prescreened” offers of credit and insurance you get based on information in your credit report. Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-567-8688.

You may seek damages from violators. If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.

Identity theft victims and active duty military personnel have additional rights. For more information, visit www.ftc.gov/credit.

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. Federal enforcers are:

TYPE OF BUSINESS:	CONTACT:
Consumer reporting agencies, creditors and others not listed below	Federal Trade Commission: Consumer Response Center - FCRA Washington, DC 20580 1-877-382-4357
National banks, federal branches/agencies of foreign banks (word "National" or initials "N.A." appear in or after bank's name)	Office of the Comptroller of the Currency Compliance Management Mail Stop 6-6 Washington, DC 20219 1-800-613-6743
Federal Reserve System member banks (except national banks and federal branches/agencies of foreign banks)	Federal Reserve Board Division of Consumer & Community Affairs Washington, DC 20551 202-452-3693
Savings associations and federally chartered savings banks (word "Federal" or initials "F.S.B." appear in federal institution's name)	Office of Thrift Supervision Consumer Complaints Washington, DC 20552 800-842-6929
Federal credit unions (words "Federal Credit Union" appear in institution's name)	National Credit Union Administration 1775 Duke Street Alexandria, VA 22314 703-519-4600
State-chartered banks that are not members of the Federal Reserve System	Federal Deposit Insurance Corporation Consumer Response Center 2345 Grand Avenue, Suite 100 Kansas City, Missouri 64108-2638 1-877-275-3342
Air, surface, or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission	Department of Transportation Office of Financial Management Washington, DC 20590 202-366-1306
Activities subject to the Packers and Stockyards Act of 1921	Department of Agriculture Office of Deputy Administrator - GIPSA Washington, DC 20250 202-720-7051