



# Surry County Public Schools

Personnel Office ~ P.O. Box 317 ~ Surry, VA 23883 ~ (757) 294-5229

## SUPPORT STAFF APPLICATION INSTRUCTIONS

**This application packet is for the following support staff positions:**

Bus Drivers	Custodial Staff
Food Service Staff Maintenance	Instructional Assistants
Staff Secretarial/Bookkeeper Staff	Managers
Substitute Teachers	Security Guards
	Technical Staff

**To be considered for a position:**

- Applications must be completely filled in, signed and dated.
- Resumes may be attached for additional information purposes.
- For references, you may use our form OR recent, original, signed and dated letters from the person giving a reference. They should be from previous supervisors OR **non-family members. References cannot be immediate family members.**
- Three reference forms have been included for your convenience. **If you choose not to submit reference forms or letters, the references listed on your application will be contacted.**
- Some positions may require an updated resume.

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**All applications and references must be returned to:**

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Surry County Public Schools  
Attn: Renita R. Bailey, Human Resources Supervisor  
P. O. Box 317  
Surry, VA 23883

**or**

**Email:** [renita\\_bailey@surryschools.net](mailto:renita_bailey@surryschools.net)

**or**

**Fax Number:** (757) 294-5263 Attn: Renita Bailey





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## WORK EXPERIENCE:

List previous work experience and dates of employment, especially positions that relate to the positions to which you are applying. Resumes may be attached for additional information ONLY.

Employer	Address/Phone	Position Held	Dates Employed

List the name, address and telephone number of the three individuals who will be submitting references on your behalf:

	Name of Reference	Business Address	Telephone
1.			
2.			
3.			



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Are you a United States citizen? Yes \_\_\_\_\_ No \_\_\_\_\_

If not, does your visa permit permanent employment in the United States?

Yes \_\_\_\_\_ No \_\_\_\_\_ (Your visa must be presented upon hire.)

**Please answer the following questions and include any arrests and convictions.  
IF ANY ANSWER IS YES, YOU MUST EXPLAIN BELOW.**

Have you ever been arrested for a crime, including traffic? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever been convicted of a crime other than minor traffic violations? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever been discharged or requested to resign a position? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever been refused renewal of a contract? Yes \_\_\_\_\_ No \_\_\_\_\_

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

Have you ever been the subject of a founded case of child abuse and neglect? Yes \_\_\_\_\_ No \_\_\_\_\_

For each "Yes" please explain:

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**READ and SIGN**

I have made true, correct, and complete answers and statements on this application knowing that they may be relied upon in considering my application, and I understand that any omission or falsely answered statement on this application, or any supplement to it, will be sufficient grounds for my discharge. I also understand that a materially false statement regarding a conviction for a felony, a crime of moral turpitude, or any offense involving the sexual molestation, physical or sexual abuse, or rape of a child constitutes a Class 1 misdemeanor and may result in the revocation of my license.

I hereby authorize all employers for whom I have worked or others familiar with my abilities, to furnish any information which the Surry County Public Schools may request concerning my past employment. I also, hereby, release all such employers from any liability in connection therewith.

Signature: \_\_\_\_\_

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