

APPLICATION FOR POSITIONS

~~Application for employment in the Alexandria City Public Schools shall follow the procedures provided by the Human Resources Office. A personal interview is required of all applicants as a prerequisite to employment.~~

~~Applications shall be completed in full. It shall be the responsibility of the applicant to furnish accurate information, and any falsification of either information or credentials shall be cause for dismissal or refusal to employ.~~

~~It is the desire of the Alexandria City School Board to recruit and retain the best possible qualified applicants. Vacancies within the division will be posted on the ACPS web site for all qualified applicants to apply.~~

It is the desire of the Alexandria City School Board to recruit, hire, and retain the best qualified candidates for available positions. The procedures for application are to be provided on the ACPS Department of Human Resources website and are intended to give all interested and qualified parties, both internal and external, the opportunity to apply. While most positions will be filled using those procedures, the School Board may, at the request of the Superintendent, transfer or appoint individuals to positions when conditions warrant. For example, the School Board may authorize the filling of a position to accommodate the disability of an employee, to transfer an employee when it is determined to be in the best interest of the school division, to satisfy the rights of employees returning from leave, to move an employee whose performance is unsuccessful to a position in which he or she might be successful, or to discipline an employee for conduct deficiencies. Vacancies within the Division will be advertised on the ACPS Department of Human Resources website. The applicant determined to be the best qualified shall be selected for a vacant or new position, regardless of whether the applicant is an internal or external candidate.

Application for employment in the Alexandria City Public Schools shall be made on the ACPS Department of Human Resources website unless otherwise specified.

It is the responsibility of the applicant to furnish accurate information. Any falsification or omission of information related to credentials, previous employment, or any other component of the application is cause for dismissal or refusal to employ.

Adopted: November 17, 1998

Amended: December 20, 2012

Amended:

Legal Refs.: Code of Virginia, 1950, as amended, sections 22.1-70, 22.1-78.

Cross Refs.: ~~GCCA Posting of Licensed Staff Vacancies~~
GCD Licensed Staff Hiring,
GCDB Filling Administrative Vacancies
GDD Support Staff Hiring

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