LICENSED STAFF HIRING

Procedures shall be developed for filling vacancies or new positions to insure that all openings have been properly advertised to give all interested parties the opportunity to be considered and to expedite the selection process.

Application for employment in the Alexandria City School Division shall be in writing and on forms provided by the Human Resource Office. A personal interview is required as a prerequisite to employment.

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.

Adopted: November 17, 1998 Amended: November 21, 2002

Legal Ref.: Code of Virginia, 1950, as amended, sections 2.2-3119, 22.1-70, 22.1-78.

Cross Ref.: GCCB Nepotism Employment Relationship
GCCA Posting of Professional Staff Vacancies
GCN Evaluation of Professional Staff