



# Substitute/Temporary Application for Current PWCS Temporary, Part-time, ROP, or Former PWCS Employees inactivated within the last 60 days

This application form may be used to expedite processing for current PWCS temporary, part-time, ROP participants, or former employees whose inactivation date is within the last 60 days, and are interested in working in a Substitute or Temporary capacity.

For which position are you applying? Substitute Teacher \_\_\_ Temporary Worker \_\_\_ Temp. Location \_\_\_\_\_

## Step 1 – Personal Information

Name: \_\_\_\_\_ Badge # : \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email Address: \_\_\_\_\_

## Step 2 – PWCS Position

Select which employment type currently applies:

- Current ROP participant. Indicate the date ROP assignment was completed this year \_\_\_\_\_. *ROP completion paperwork must be on file with the Office of Benefits, in order to be eligible.*
- Current employee (coach, temporary, current part-time employee, etc).
- Former PWCS employee who left in good standing within the past 60 days.

## Step 3 – Education

Select your highest level of education. This information will be used to determine which Substitute positions you may be eligible for.

- Bachelors Degree (or higher) Date completed: \_\_\_\_\_  
 College name: \_\_\_\_\_ Major: \_\_\_\_\_

Associates Degree and/or 60 + college credit hours

- Choose One:*
- My transcripts are on file with PWCS Department of Human Resources (DHR).
  - I will forward transcripts to the PWCS DHR, Office of Temporary Employment.

## Step 4- VA Teaching License

*(skip this step if yo do not hold a valid current Provisional, or a current or expired renewable "full" Va teaching license.)*

Endorsement Area(s): \_\_\_\_\_ License Exp. Date: \_\_\_\_\_

## Step 5– Provide Required Documentation (if applying for substitute teacher)

- Complete and submit this Substitute Application
- Completed Substitute Preference and Location Forms (Attached).
- Review and sign the Substitute Handbook Acknowledgement (Attached). The Substitute Handbook is available on the PWCS HR Web site and in the Substitute Online Orientation.
- Provide the certificate of completion from the one-hour online Child Abuse and Neglect Training. [http://www.dss.virginia.gov/family/cps/mandated\\_reporters/cwse5691/story.html](http://www.dss.virginia.gov/family/cps/mandated_reporters/cwse5691/story.html) (if applicable).
- Submit a copy of your college transcript(s) (if applicable).

## Step 6 – Acknowledgement/Signature

Once all documentation is received, you will be contacted for further processing. As a condition of employment, I acknowledge that I must participate in the online Substitute Orientation.

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

*\*Substitute and Temporary employees have the ability to participate in PWCS Supplemental Retirement Plan. Although a match is not offered, this plan is a great way to save for your retirement. Enrollment forms, additional information, and Lincoln representative contact information may be obtained from the PWCS Benefits website. If you previously participated in PWCS' Supplemental Retirement Plan (403b) and wish to continue to contribute, you must reselect your deferral rate (800.234.3500).*

**Submit the required forms via Courier:** "DHR, Temporary Employment Office," **Fax:** 703.791.8021, or **Mail to:** PWCS, Attn: DHR Temporary Employment Office, P.O. Box 389, Manassas, VA 20108.  
 The Temporary Employment Office is available by email [HRsub@pwcs.edu](mailto:HRsub@pwcs.edu), or by phone at 703.791.7466.