

Government of the United States Virgin Islands



www.VIDE.vi

Department of Education

Division of Human Resources

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www.teachusvi.net

NON-PUBLIC SCHOOL APPLICATION

PART I: PERSONAL INFORMATION (Print all information in black ink)

SOCIAL SECURITY NUMBER

LAST NAME

FIRST NAME

MI

ADDRESS (P.O. Box)

(City)

(State)

(Zip Code)

FORMER LAST NAME(S)

PHONE

Email Address

PART II: EDUCATIONAL BACKGROUND

LIST THE NAMES OF COLLEGES OR UNIVERSITIES ATTENDED

Name of Institution	State	Major Field of Study	Years of Graduation	College Credit or Degree Awarded

DO YOU HOLD A VALID OR EXPIRED TEACHING CERTIFICATE?

YES

☐

NO

☐

PART III: STARTING WITH THE MOST RECENT, LIST TEACHING, ADMINISTRATIVE, OR SPECIAL SERVICE EXPERIENCE (NOT STUDENT TEACHING, SUBSTITUTE OR PARA-PROFESSIONAL EXPERIENCE)

Name of School	Location (City, State)	Job Title	Subject/Field	Grade(s)	Dates Employed From (M/Y) To (M/Y)	

PART IV: PROFESSIONAL REFERENCES - List three references. The references should be individuals who possess knowledge of your qualifications for the position(s) for which you are applying.

Name	Address	City/State	Telephone Number

PART VI: STATEMENT OF HEALTH - Do you have any health condition which you feel would restrict you from performing your duties for the position for which you are applying? Yes _____ No ____ If yes, on a separate sheet, describe the condition and explain work limitations.

CONTRACTS/LICENSURE AND CRIMINAL RECORD

Answer each question yes or no. You must attach a copy of the court disposition or judge's sentencing order if you answered "yes" to question 1 or 2. You must attach supporting documentation and a written explanation if you answered "yes" to any of the questions below.

Failure to complete ALL of this section will result in your application not being considered.

1. Have you been convicted of or pled nolo contendere to any of the following, including but not limited to: murder, sexual or physical assault, rape, child molestation, kidnapping, manslaughter, extortion, sexual misconduct, with a minor, indecent liberties, incest, unlawful imprisonment, child abuse or neglect, abduction for immoral purposes, failure to secure medical attention for an injured child, pandering, crimes against nature involving children, malicious harassment, patronizing a juvenile prostitute, child abandonment, violation of a child abuse protective order, obscenity offenses, possession or distribution of drugs, arson, use of

a firearm in the commission of a felony, child buying or selling, prostitution, felony indecent exposure, larceny, embezzlement or any of these crimes as may be renamed in the future?

Yes____ No____

2. Have you been convicted of any felony or misdemeanor other than those listed above in question 1 or pled, nolo contendere, or are you now under investigation for any such offense, other than a minor traffic offence? For the purpose of this application DUID/DWIs must be reported. Yes____ No____

3. Have you resigned or been discharged from any position, including the Armed Forces, while under suspicion of having engaged in criminal, immoral, or unprofessional conduct, or are you now under investigation for any such charge? Yes No

4. Have you ever surrendered a work certification/credential/license/permit, or had one denied, revoked or suspended or is any investigation or adverse action now pending against you?

Yes____ No____

5. Have you ever had any disciplinary action taken against you by a previous employer, including written reprimand, suspension, demotion, non-renewal, termination or any other form of disciplinary action? Yes____ No____

Print Name Signature Date

Signature

Date

INVESTIGATION CONSENT, RELEASE OF LIABILITY AND AGREEMENT FORM

I CERTIFY, that I have never been convicted of a felony, a crime of moral turpitude, an offense involving the physical molestation, physical or sexual abuse or rape of a child and that I have never been the subject of a founded case of child abuse and neglect.

Making a materially false statement regarding these offenses is a misdemeanor. Such a conviction shall be grounds for the Virgin Islands Department of Education to terminate employment. An Applicant who is unable to complete the above certification will not be considered for employment with the U.S. Virgin Islands Department of Education.

1. I authorize the U.S. Virgin Islands Department of Education to make an investigation of any personal, educational, vocational or employment history. I further authorize any former employer, person, firm, corporation, educational or vocational institution, or government to provide the U.S. Virgin Islands Department of Education with information they have regarding my performance, character, and general reputation. I discharge the U.S. Virgin Islands Department of Education and those who provide information from any liability as a result of furnishing this information.

2. I Identify that all statements and data provided are true and correct to the best of my knowledge. I agree that any falsification will constitute disqualification of my application or dismissal from employment from the U.S. Virgin Islands Department of Education.

3. I understand that any offer of employment is contingent upon an acceptable outcome of criminal records check. It is further understood that the criminal records check is conducted at my expense.

4. If employed, I understand that I shall serve successfully the prescribed probationary period during which time my suitability for the position will be determined.

Print Name

Signature

Date

Return completed package with the following supporting documents:

- Official transcript(s) from all college(s)/university(ies) submitted to the V.I. Department of Education directly from the institution(s).
- Verification of teaching experience. Please include specific beginning and ending dates.
- Three letters of recommendation submitted to the V.I. Department of Education directly from the reference(s).
- Police background check. (local and national if applicable)
- Resume
- Proof of citizenship (i.e. Birth Certificate, Passport, Social Security Card, etc.)

COMPLETE THE CRIMINAL RECORD CHECK AUTHORIZATION FORM ATTACHED TO THIS APPLICATION.

AFFIRMATION – I hereby affirm that the information given by me in this application for employment with the U.S. Virgin Islands Department of Education is true and complete to the best of my knowledge and belief. I understand that any misrepresentation, falsification, or omission will be sufficient cause for disqualification or discharge if employed. **Also, by signing below, I hereby give the V.I. Department of Education authority to conduct a criminal as well as an employment history investigation.**

SIGNATURE OF APPLICANT: _____

THE U.S. VIRGIN ISLANDS DEPARTMENT OF EDUCATION ADHERES TO THE POLICY THAT “NO PERSONS SHALL BE DISCRIMINATED AGAINST IN EMPLOYMENT OR IN ANY EDUCATIONAL PROGRAM OR ACTIVITY OFFERED BY THE VIRGIN ISLANDS DEPARTMENT OF EDUCATION ON ACCOUNT OF RACE, COLOR, CREED, NATIONAL ORIGIN, SEX, HANDICAP OR AGE”.

Information on this form is subject to release pursuant to the Freedom of Information Act.