



2019 HENRICO COUNTY PUBLIC SCHOOLS SUMMER ACADEMY APPLICATION

Return this application and two teacher recommendation forms to Justine Jordan, Henrico County School Administration by May 3, 2019. Please keep a copy of the application for yourself.

Please PRINT clearly:

Name: _____ Birthdate: _____

Home Address: _____
(Street) (City) (Zip)

Primary Phone #: _____ Secondary Contact #: _____

High School: _____ Current Grade: _____

Email: _____

Please note locations of interest by indicating your 1st, 2nd, and 3rd choice:

Elementary Summer Academy
Session I: July 8 – July 18, 2019

Middle Summer Academy
Session I: June 24 – July 16, 2019

Session II: July 22 – August 1, 2019

Session II: July 17 – August 8, 2019

Locations:

- _____ Crestview ES
- _____ Donahoe ES
- _____ Harvie ES
- _____ Kaechele ES
- _____ Longan ES
- _____ *Holladay ES – ESL/Enrichment Site
(July 8 – August 1)

Locations:

- _____ Brookland Middle School
- _____ Fairfield Middle School
- _____ Pocahontas Middle School
- _____ Quioccasin Middle School
- _____ * Brookland Middle - ESL Site
(June 24 – July 25, 2019)

*If an ESL site is selected above, please indicate on the line below, the foreign language(s) you speak, if any, and whether you're fluent. _____

Have you ever been:

1. Convicted of violation of law other than minor traffic violations? _____ Yes _____ No
2. Discharged or requested to resign from a former position? _____ Yes _____ No
3. Convicted of any offense involving sexual molestation, physical or sexual abuse, or rape of a child? _____ Yes _____ No

If the answer to any of the above questions is "Yes," please explain:

1. Why do you want this job?

2. What experience do you have that qualifies you for this job?

Please include two (2) teacher recommendation forms.

After you are hired, you must call Ms. Cynthia Adkins in Human Resources at 652-3659 to schedule the orientation for FEA Summer Student Workers. Please bring your driver's license and social security card.

The following items will be completed at orientation:

Fingerprinting – TB Test, if applicable – Tax Forms – Worker's Compensation Form, etc. You will need to return on Wednesday of the same week to have your TB test read, if applicable.

The rate of pay will be \$8.05 per hour. Work assignments will be:

Elementary School.....	Mon. through Thurs. (7:45 – 12:45)	July 8 – July 18	Session I
	Mon. through Thurs. (7:45 – 12:45)	July 22 – August 1	Session II
Middle School.....	Mon. through Thurs. (7:15 – 1:00)	June 24 – July 16	Session I
	Mon. through Thurs. (7:15 – 1:00)	July 17 – August 8	Session II
Middle ESL School.....	Mon. through Thurs. (8:45 – 1:15)	June 24 – July 25	

The Summer Academy Coordinator will schedule an additional 2 hours of preparation with you. There are no Friday classes and Thursday, July 4, is a holiday.

Date _____ Applicant Signature _____

I understand my child will be fingerprinted and may be given a TB test.

Date _____ Parent Signature _____

Date _____ Teacher/FEA Sponsor Signature _____

<p><i>To be completed by school counselor</i></p> <p>Cumulative GPA: _____</p> <p>Signature: _____</p> <p>Print Name: _____</p>
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HCPS SUMMER ACADEMY RECOMMENDATION FORM

Student's Full Name _____

The above named candidate is applying for a Teacher Assistant position for the HCPS Summer Academy. This recommendation form will be used to determine if he/she meet the requirements.

Please complete the form below, place it in an envelope, seal the envelope, sign along the seal and return to the student.

Thank you in advance,

Justine Jordan
Extended Learning Specialist

Teacher completing form (Please Print) _____

Please rate the student using the scale provided. For responses of 2 or lower, please comment.	1= Poor 2= Below Average 3= Average 4= Very Good 5= Excellent	Comments
Attitude		
Attendance & Punctuality		
Demonstrate Responsibility		
Social Skills - gets along well/respect for others		
Demonstrates enthusiasm in performing assigned tasks		
Initiative		
Ability to keep commitments		
Self- motivated		
Demonstrates Integrity/Honesty		
Demonstrates Dependability		
Maturity		

Additional Comments:

Overall impression of candidate: (please circle one)

Highly recommend Recommend Recommend with reservation Do not recommend

Signature _____ Date _____

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Thank you in advance,

Justine Jordan
Extended Learning Specialist

Teacher completing form (Please Print) _____

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Attendance & Punctuality		
Demonstrate Responsibility		
Social Skills - gets along well/respect for others		
Demonstrates enthusiasm in performing assigned tasks		
Initiative		
Ability to keep commitments		
Self- motivated		
Demonstrates Integrity/Honesty		
Demonstrates Dependability		
Maturity		

Additional Comments:

Overall impression of candidate: (please circle one)

Highly recommend Recommend Recommend with reservation Do not recommend

Signature _____ Date _____