

## PROFESSIONAL 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 Charles City County School Division shall be in writing and on forms provided by the Central 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: April 16, 2002

---

---

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

Cross Ref.: GCCB            Employment of Family Members  
              GCCA            Posting of Professional Staff Vacancies  
              GCN             Evaluation of Professional Staff