



# UNITED STATES VIRGIN ISLANDS PUBLIC SCHOOL SYSTEM

## DEPARTMENT OF EDUCATION OFFICE OF HUMAN RESOURCES

☐ NEW APPLICANT  
☐ RE-EMPLOYMENT

#2133 Hospital Street  
Christiansted, USVI 00820  
Phone: (340) 773-1095

1834 Kongens Gade  
St. Thomas, USVI 00802  
Phone: (340) 774-0100

WEBPAGE: <http://jobs.vide.vi>  
EMAIL: [Careers.sttj@vide.vi](mailto:Careers.sttj@vide.vi)  
[Careers.stx@vide.vi](mailto:Careers.stx@vide.vi)

## PROFESSIONAL EMPLOYMENT APPLICATION

APPLICANT NOTE: This application form is intended for use in evaluating your qualifications for employment. Please answer all questions completely and accurately. False or misleading statements on this form or during an interview will result in the termination of the application process or, if discovered after employment, terminating employment. PLEASE DO NOT WRITE "SEE RESUME"

<input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. Last Name	First Name	Middle	Social Security Number
<input type="checkbox"/> Ms. <input type="checkbox"/> Dr.	Email:		
Mailing Address			Apartment/Plot Number
City	State	Zip Code	Area Code/Telephone Number
Permanent Address			Apartment/Plot Number
City	State	Zip Code	Area Code/Telephone Number

## CERTIFICATION

J.S. Virgin Islands Certification? ☐ Yes ☐ No Type  Expiration Date

Endorsements

List any teaching licenses you have held. (Include those licenses you are eligible to receive.)

STATE	TYPE OF LICENSE	ENDORSEMENTS
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Have you taken the **PRAXIS** or the **National Teacher's Examination(NTE)**? (if **yes**, attach scores) Yes ☐ No ☐

Do you have a National Board Certification? (if **yes**, attach scores) Yes ☐ No ☐

ELEMENTARY	JUNIOR HIGH SCHOOL	HIGH SCHOOL	SPECIAL EDUCATION ELEM JR IGH
<input type="checkbox"/> ART <input type="checkbox"/> COUNSELOR <input type="checkbox"/> ESL <input type="checkbox"/> FRENCH <input type="checkbox"/> GIFTED <input type="checkbox"/> GRADES K-3 <input type="checkbox"/> GRADES 4-5 <input type="checkbox"/> GRADE 6 <input type="checkbox"/> MEDIA SPECIALIST <input type="checkbox"/> MUSIC <input type="checkbox"/> PHYSICAL EDUCATION <input type="checkbox"/> READING <input type="checkbox"/> SPANISH <input type="checkbox"/> TECHNOLOGY <input type="checkbox"/> OTHER <input type="text"/>	<input type="checkbox"/> ALTERNATIVE <input type="checkbox"/> ART <input type="checkbox"/> COUNSELOR <input type="checkbox"/> FRENCH <input type="checkbox"/> GEOGRAPHY <input type="checkbox"/> HISTORY <input type="checkbox"/> INDUSTRIAL ARTS <input type="checkbox"/> LANGUAGE ARTS <input type="checkbox"/> MATH <input type="checkbox"/> MEDIA SPECIALIST <input type="checkbox"/> MUSIC <input type="checkbox"/> PHYSICAL EDUCATION <input type="checkbox"/> PRE-AP <input type="checkbox"/> SCIENCE <input type="checkbox"/> SOCIAL STUDIES <input type="checkbox"/> SPANISH <input type="checkbox"/> TECHNOLOGY <input type="checkbox"/> OTHER <input type="text"/>	<input type="checkbox"/> AP <input type="checkbox"/> ART <input type="checkbox"/> BIOLOGY <input type="checkbox"/> CHEMISTRY <input type="checkbox"/> COUNSELOR <input type="checkbox"/> ECONOMICS <input type="checkbox"/> ENGLISH <input type="checkbox"/> ESL/ESOL <input type="checkbox"/> FRENCH <input type="checkbox"/> GEOGRAPHY <input type="checkbox"/> GOVERNMENT <input type="checkbox"/> HISTORY <input type="checkbox"/> INDUSTRIAL ARTS <input type="checkbox"/> LANGUAGE ARTS <input type="checkbox"/> MATH <input type="checkbox"/> MEDIA SPECIALIST <input type="checkbox"/> MUSIC <input type="checkbox"/> P E <input type="checkbox"/> PHY. SCIENCE <input type="checkbox"/> PHYSICS <input type="checkbox"/> ROTC <input type="checkbox"/> SOC. SCIENCE <input type="checkbox"/> SPANISH <input type="checkbox"/> VOC/TECH ED. <input type="checkbox"/> OTHER <input type="text"/>	<input type="checkbox"/> HEARING IMPAIRED/DEAF <input type="checkbox"/> INTERRELATED/ NON-CATEGORICAL LEARNING <input type="checkbox"/> DISABLED MENTALLY <input type="checkbox"/> DISABLED OCCUPATIONAL <input type="checkbox"/> THERAPIST ORIENTATION <input type="checkbox"/> & MOBILITY PHYSICAL <input type="checkbox"/> THERAPIST <input type="checkbox"/> PRE-SCHOOL <input type="checkbox"/> SEVERE/PROFOUND <input type="checkbox"/> SOCIAL WORKER <input type="checkbox"/> SPEECH LANGUAGE PATHOLOGIST <input type="checkbox"/> VISUALLY IMPAIRED <input type="checkbox"/> OTHER <input type="text"/>

The United States Virgin Islands Department of Education does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, veteran status, marital status, sexual orientation in any of its employment practices, educational programs, services or activities.

## EDUCATION

List below any school, college or university you have attended. **Begin with the most recent.**

Colleges/Universities	Dates Attended From To	Major	Minor	Degree	Date Conferred

## STUDENT TEACHING

School and Location (Including address and phone number)	Grade/Subject	Dates	Cooperating Teacher	Supervising Teacher

## CERTIFICATED EXPERIENCE

Begin with the most recent - do not include substitute teaching

School	Address/Phone	Date of Service	Number of Years	Grade/Subject

## OTHER WORK EXPERIENCE

Include only most recent or significant

Employer and Address	Dates From To	Supervisor	Position Held	Reason for Leaving

## SUMMARIZE YOUR QUALIFICATIONS BELOW

1. What was your college major(s)?



2. Minor(s)?



3. Hours in Mathematics

Hours in Reading

4. How many years of teaching experience do you have (Not including student or substitute teaching)?

5. List any experience you have had teaching in an exurban / island setting.

**Island / City /Country**

**Years of Teaching**

**Subject/Grade Taught**










6. List any experiences you have had teaching in classrooms with ethnically diverse students.

**School**

**Ethnic breakdown by percentages**







7. Describe the computer application(s) and software with which you are familiar. Explain how you integrate them into classroom instruction.

8. List your experiences working with students in special education, ESL, at risk and/or alternative programs.

9. What extra-curricular activities are you interested in working with at school?

10. What community based, parental involvement or service activities have you been involved in the last five (5) years?

11. In what ways would you include reading , writing and math as part of your strategy for facilitating student success?  
(This Response is required regardless of subject area assignment)

12. Have you taken courses in a foreign language? ☐ Yes ☐ No

What language(s)?



Did you major or minor in a foreign language or study abroad?

☐ Yes

☐ No

Are you fluent in writing and speaking a foreign language?

☐ Yes

☐ No

13. How did you hear about us?

☐ Media Ad

☐ College Placement  
Office

☐ Internet

☐ Unsolicited

☐ Other

## GENERAL INFORMATION

1. Were you ever in the Armed Forces? ☐ Yes ☐ No
2. Were you honorably discharged? ☐ Yes ☐ No
3. Are you a citizen of the United States? ☐ Yes ☐ No
4. If **No**, do you have a legal right to work in this country?  
(Attach a copy of **ALIEN REGISTRATION CARD**) ☐ Yes ☐ No
5. Have you ever applied for employment with the U.S. Virgin Islands Department of Education? ☐ Yes ☐ No  
If **yes**, when?
6. Have you ever worked for the U.S. Virgin Islands Department of Education? ☐ Yes ☐ No  
If **yes**, dates of employment    
Job Title(s)  Work Location(s)   
Why did you leave?
7. Do you have relatives who currently work for the U.S. Virgin Islands Department of Education? ☐ Yes ☐ No  
If **yes**, name each person and position he/she currently holds

## CONTRACTS/LICENSES 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 8 or 9. 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.**

8. 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
9. Have you been convicted of any felony or misdemeanor other than those listed above in question 8 or pled, *nolo contendere*, or are you now under investigation for any such offense, other than a minor traffic offense? For the purpose of this application DUID/DWIs must be reported. ☐ Yes ☐ No
10. 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
11. Have you ever surrendered a teaching certificate/credential/license/permit, or had one denied, revoked or suspended or is any investigation or adverse action now pending against you? ☐ Yes ☐ No
12. 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

# 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.

Signature

**Making a materially false statement regarding these offenses is a misdemeanor. Such a conviction shall be grounds for the Virgin Islands Board of Education to revoke your teaching certificate. 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 the U.S. Virgin Islands Board of Education approval and 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.
5. I understand that any offer of employment may also be contingent upon the successful result of a psychological evaluation. It is further understood that the psychological evaluation is conducted at my own expense.

Print Name

Signature

Date

This completed application should be forwarded to the U.S. Virgin Islands Department of Education at either of the following addresses below: U.S.

Virgin Islands Department of Education

Office of Human Resources

#2133 Hospital Street  
Christiansted, VI 00820  
Phone: (340) 773-1095  
Fax: (340) 778- 8995

Attn: Director of Human Resources

1834 Kongens Gade  
St. Thomas, VI 00802  
Phone: (340) 774-0100  
Fax: (340) 774-2915

Attn: Director of Human Resources

Information on certification can be obtained from:

Virgin Islands Board of Education  
P. O. Box 11900  
St. Thomas Virgin Islands 00801  
Phone: (340) 774-4546

Virgin Islands Board of Education  
Sunny Isles Professional Building  
Suite # 1  
St. Croix, VI 00820  
Phone: (340) 772-4144

# REFERENCES

References are the responsibility of the applicant. Beginning teachers may use their college placement files if they contain references from your supervising and cooperating teachers, supervising principal, or major professor. It is your responsibility to request your placement file and submit it along with this application.

References required for considering applicants for employment are : administrators and supervisors who have observed the applicants as a full-time teacher, as a substitute teacher over a period of time or as a student teacher. Experienced teachers are required to have references from former/present principal(s), instructional supervisors, and department heads. Three (3) professional references are required.

# PROFESSIONAL AND RELATED PERSONAL ACTIVITIES

Describe in narrative form, some highlights of your life, including why you chose a career in education, your educational philosophy, jobs held, military experience, hobbies and special interests. Use additional sheets if necessary.

(THIS SECTION MUST BE COMPLETED IN THE APPLICANT'S HANDWRITING)

**Disclaimer: Due to a high volume of applicants, the Department will notify only those who are selected for the next step in the recruitment process**