PWCS Student Summer Employment Application Process

Thank you for your interest in Prince William County Public Schools (PWCS). The following summarizes the three-step Summer School Student Aide employment application process.

Step 1 Complete the Application

To Access the application

Go to our website https://jobs.pwcs.edu/WorkSpace/ and login or create a new user account.

- If this is your first time applying for a PWCS position, select "New User." You will be directed to a screen to set up a username and password.

New User?

Click here to register.

- If you previously completed a PWCS application, enter your User ID and Password. *If you forgot your user ID or password, use the "Forgot your login information? Click here" option. If you need additional assistance, call 703.791.8050, or email* hr@pwcs.edu.

Login:
User ID:
Password:
Login
Forgot your login information? Click here.

- If you are a current PWCS employee, you can login using either "Login" or "Current Employee? Login here" option.

Current Employee? Login here:
Employee ID Badge Number:
Last 4 SSN:
Date of Birth: / /
Login

After you log in click on the "Online Applications" link.

Announcements
No current announcements

Online Applications
The changes you have made to your application will not be applied until you submit your application. Unsubmitted data will be deleted on the date indicated below.
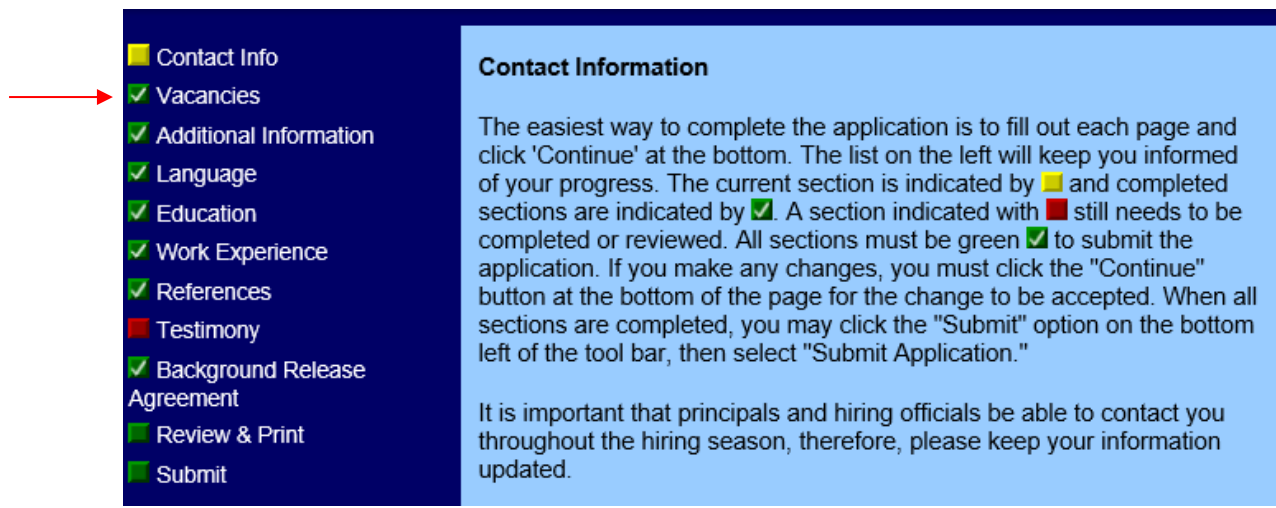
Select the "Summer School Classified" option and click "Start Application".

○ **Substitute/Temporary**
Substitute Teacher, Classified Temporary, Temp|

○ **Summer School Certified**
Teachers, Librarians, Nurses, etc. - Current PWC

◉ **Summer School Classified**
Clerical, Security, Teacher Assistant, etc.

○ **Volunteer**
Volunteer, Student Teacher, etc.
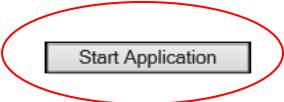
[Start Application]

Completing the Application

The left toolbar shows the application progress. Once a page is successfully completed the box will change to GREEN. All sections must be "GREEN" before your application can be submitted.
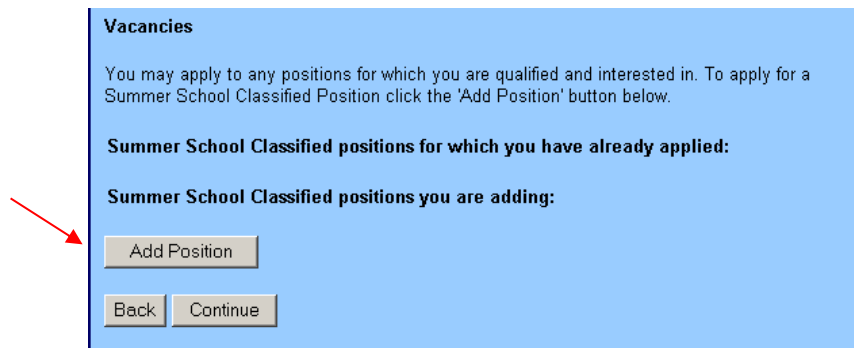
☐ Contact Info
✓ Vacancies
✓ Additional Information
✓ Language
✓ Education
✓ Work Experience
✓ References
■ Testimony
✓ Background Release Agreement
☐ Review & Print
☐ Submit

Contact Information

The easiest way to complete the application is to fill out each page and click 'Continue' at the bottom. The list on the left will keep you informed of your progress. The current section is indicated by ☐ and completed sections are indicated by ✓. A section indicated with ■ still needs to be completed or reviewed. All sections must be green ✓ to submit the application. If you make any changes, you must click the "Continue" button at the bottom of the page for the change to be accepted. When all sections are completed, you may click the "Submit" option on the bottom left of the tool bar, then select "Submit Application."

It is important that principals and hiring officials be able to contact you throughout the hiring season, therefore, please keep your information updated.

Use the "**Continue**" or "**Back**" buttons at the bottom of each page to navigate through the application.

[Back] [Continue]
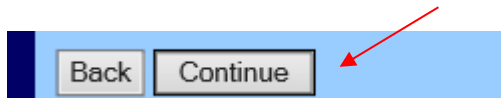
In the "Vacancies" tab select "Add Position" to add the Student Aide vacancy.

Vacancies

You may apply to any positions for which you are qualified and interested in. To apply for a Summer School Classified Position click the 'Add Position' button below.

Summer School Classified positions for which you have already applied:

Summer School Classified positions you are adding:

[Add Position]

[Back] [Continue]

Use the dropdown menu to select the "Student Aide" position then click "Continue". The next page will show the Student Aide position. Click "Continue" to move to the next page.

Vacancies - Add / Edit Entry

Click the dropdown ARROW (on the right) to display all the Summer School Classified (non-teaching) positions for which we are currently accepting applications. Highlight the position you would like to be considered for and select CONTINUE at the bottom of the page.

You must complete the application process AND SUBMIT in order for your interest to be accepted.

CLICK THE ARROW BELOW TO DISPLAY POSITIONS

Position: <No Selection> ◀

◀ indicates required field

Back | Continue

Once your application is complete
- Print a copy (you will need to bring a copy with you to the job fair).
- Then click on the "**Go to Submit**" button, then click on the "**Submit**" button.
- You will receive an automated email message immediately following your submission.

Review & Print

In order to print a form, first select one from the list below, then click the Print button that will appear on the left side of your screen below the section menu.

The following forms are available for review:

Review Form

Testimony Form

Background Release Agreement Form

Back | Exit Application | Go To Submit Page

Step 2 Obtain a Reference

- If you include your previous/current supervisor/teacher/school administrator's email address in the application, an *electronic version* (the preferred method) of the professional reference form will automatically be emailed to them. Once the form is completed, it will instantly upload to your profile.
- If you prefer, you may send your previous/current teacher/supervisor a paper PWCS Reference form to complete and submit.

Step 3 Attend the summer job fair.

- Print and bring a copy of the completed application and the reference form(s) to the job fair.
  - When: Monday, March 24, 2025, 5:30-6:30 p.m.
  - Where: Kelly Leadership Center (14715 Bristow Road, Manassas 20112)

If you need assistance with the application, please contact the Human Resource Employment Service Center (ESC) at 703-791-8050 or hr@pwcs.edu.

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