

SOUTHAMPTON COUNTY SCHOOLS

P.O. Box 96 • Courtland, VA 23837
Phone (757) 653-2692 • Fax (757) 653-9422

Charles E. Turner, Division Superintendent
Dr. M. Timothy Kelly, Assistant Superintendent

Russell C. Schools, Chairman
Roberta T. Naranjo, Vice-Chairman

Procedures for Filing and Completing Applications for Professional Positions with Southampton County Public Schools

Thank you for your interest in Southampton County Public Schools. In order that your file with Southampton County Public Schools is complete, it will need to contain the following items:

1. A completed application.
2. A resume or vita, which contains information on previous work experience and educational experiences.
3. An official transcript of your course work from every college or university you have attended and/or copy of your Virginia Professional Teaching License, or out-of-state certificate, if applicable.
4. Three individual letters of reference sent from past or present principals, superintendents, or college professors with whom you have worked. If you have taught or are currently teaching in another school, a letter from the current or past principal is required.
5. A copy of all of the test scores required for certification, if you do not have a Virginia Teaching certificate.
6. Any other information that is requested or you feel will further explain or enhance your application.

Please mail or have the above information mailed to:

**Southampton County Public Schools
Office of Human Resources
P.O. Box 96
Courtland, Virginia 23837**

Note: Your application will remain on file for one year.

The Southampton County School Board does not discriminate on the basis of race, color, sex, age, religion, disability, national origin, or marital status in employment or any of its programs or activities. The Compliance Officer for Southampton County Public Schools for the above status is the Director of Administrative Services, P.O. Box 96, 21308 Plank Road, Courtland, Virginia 23837, (757) 653-2692.

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