



Application Submission Form
School District of Volusia County
200 N Clara Avenue, DeLand, FL 32720
386-734-7190 extension 20177

Date: _____ Last: _____ First: _____

Social Security Number (last four digits): _____

PLEASE PRINT THIS FORM AND FOLLOW THESE INSTRUCTIONS

STEP 1:

Complete the Online Portion of the application at <http://myvolusiaschools.org> at the Employment Tab

- You are required to submit ten (10) years of work history on the application. Please use the Additional Information page if you need to explain any gaps in the ten year work history.
- You must include email addresses on the Reference Page on the application. Please make contact with your reference to obtain the email address and include it in this section.

STEP 2: Pre-Employment Paperwork

Please submit this paperwork to our office during the submission of your application

- ___ Official transcript(s) in the sealed envelope from all your colleges or universities. Official transcripts may be submitted electronically from the college or university to transcripts@volusia.k12.fl.us
- ___ A copy of the front and back of valid out-of-state teaching certificate(s)
- ___ A copy of out of state certification exam score report(s)
- ___ For support positions, a copy of your high school diploma, GED or high school transcripts
 - If your high school diploma is not available, please submit a letter from an appropriate official at the school district where you graduated on school letterhead, including date of graduation.
 - For a high school diploma not from a state educational institution, we must have an official transcript with courses, grades, completion date, and some formal seal or signature.
 - Please click on the link Testing Information if you do not have a high school diploma or GED

If applying for the following positions, official college transcripts may be required (see directions above)

- Paraprofessional - need official college transcript of associates (or higher) degree or two years (48 semester hours) of college credit or an official score report confirming a passing score on the ParaPro Assessment Test
- Office Specialist - assessment can be waived with an associates (or higher) degree official college transcript
- Instructional Substitute – you may be able to receive a higher rate of pay with an official college transcript
- SWC Manager – need official college transcript showing either 30 or 60 semester hours to receive a higher rate of pay

STEP 3: Hiring Paperwork

These documents will be required if you are recommended for a position.

You will be notified when to bring them to DeLand Administrative Center (DAC)

- ___ A copy of your signed Social Security Card
- ___ A copy of a valid photo identification
- ___ Florida Retirement System (FRS) Certification can be completed at the DAC office or printed at this link <https://www.myfrs.com/imageserver/pdf/forms/cert.pdf>