

PERSONNEL

File: GBN

STAFF HIRING PROCEDURES

It is the desire of the Charlottesville City School Board to recruit, hire, and retain the best possible qualified applicants. The Superintendent is responsible for developing procedures for advertising vacancies and new positions. Those procedures will be designed to ensure that all openings are properly advertised to give all interested and qualified parties the opportunity to apply. While most positions will be filled using those procedures, the School Board may, at the request of the Superintendent, fill positions in other ways. Current division employees will be given an opportunity to apply for positions for which they are qualified. Vacancies within the division will be advertised on the Internet. The applicant determined to be the best qualified shall be selected for a vacant or new position, regardless of whether the applicant is an internal or external candidate.

Application for employment in the Charlottesville City Public Schools shall be made in writing on forms provided by the Human Resources office.

It is the responsibility of the applicant to furnish accurate information, and any falsification of either information or credentials is cause for dismissal or refusal to employ.

Adopted: February 19, 1998  
Reviewed: March 20, 2008  
Revised: June 17, 2010  
Reviewed: June 30, 2015

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Legal References: Code of Virginia, 1950, as amended, §§ 22.1-70, 22.1-78

Cross References: AC Nondiscrimination  
GCDA Effect of Criminal Conviction or Founded Complaint of Child Abuse or Neglect