



2024 SUMMER ACADEMY STUDENT WORKER APPLICATION

Only current HCPS high school students can apply for the Summer Academy Student Worker positions. Please return this application and two teacher recommendation forms to Justine Jordan, Oak Complex by April 15, 2024.

Please keep a copy of the application for yourself.

Please PRINT clearly:

Check the email that you put on your application daily. This will be the communication method used to inform you of your application's status and your next step in the hiring process.

Name: _____

Home Address: _____ Phone #: _____

_____ Birthdate: _____

High School: _____ Grade: _____

Email Address (CHECK DAILY): _____

Please note locations of interest by indicating your 1st, 2nd, and 3rd choice:

**Elementary Summer Academy
June 10 – July 18, 2024 (M – Th 7:30 – 12:30)**

**Middle Summer Academy
June 10 – July 18, 2024 (M – Th 8:30 – 1:30)**

Locations:

- _____ Baker ES
- _____ Chamberlayne ES
- _____ Highland Springs ES
- _____ Longdale ES
- _____ Nuckols Farm ES
- _____ Pinchbeck ES
- _____ Ratcliffe ES
- _____ Shady Grove ES
- _____ Trevvett ES
- _____ Tuckahoe ES
- _____ Varina ES
- _____ ***Holladay ESL Elementary Site**

(June 10 - July 11, 2024) M – Th 8:00 – 2:45

Locations:

- _____ Elko MS
- _____ Fairfield MS
- _____ Holman MS
- _____ Moody MS
- _____ Quioccasin MS
- _____ Short Pump MS
- _____ Henrico HS
- _____ ***Holladay ESL Middle School**
- _____ **(June 10 - July 11, 2024) M – Th 8:00 – 2:45**

****If an ESL site is selected above, please indicate on the line below, the foreign language(s) you speak, if any, and whether you are fluent.*** _____

Have you ever been:

- 1. Convicted of any violation of law other than a minor traffic violation _____ Yes _____ No
- 2. Discharged or requested to resign from a former position? _____ Yes _____ No
- 3. Refused a renewal of contract? _____ Yes _____ No
- 4. Convicted of any offense involving sexual molestation, physical or sexual abuse, or rape of a child? _____ Yes _____ No

If the answer to any of the above questions is "Yes," please explain:

1. Why do you want this job?

2. What experience do you have that qualifies you for this job?

Please include two (2) teacher recommendation forms.

After you are hired, you must call or email Ms. Yane'a Godley in Human Resources at 652-3659 or yagodley@henrico.k12.va.us to schedule the orientation for Summer Student Workers. Please refer to the List of Acceptable Documents for more information on which documents to bring with you to orientation.

The following items will be completed at orientation:

Fingerprinting – TB Test, if applicable – Tax Forms – Worker's Compensation Form, etc. You will need to return on Wednesday of the same week to have your TB test read, if applicable.

The rate of pay will be \$15.04 per hour. Work assignments will be:

- Elementary School..... Mon. through Thurs. (7:30 – 12:30) June 10 – July 18
- Middle School..... Mon. through Thurs. (8:30 – 1:30) June 10 – July 18
- Middle ESL School..... Mon. through Thurs. (8:00 – 2:45) June 10 – July 11
- Elementary ESL School..... Mon. through Thurs. (8:00 – 2:45) June 10 – July 11

The Summer Academy Coordinator will schedule an additional two (2) hours of preparation with you. There are no Friday classes, and no classes will be held on Wednesday, June 19 or Thursday, July 4.

Date _____ Applicant Signature _____

I understand my child will be fingerprinted and may be given a TB test.

Date _____ Parent Signature _____

<p>To be completed by school counselor.</p> <p>Cumulative GPA: _____</p> <p>Signature: _____</p> <p>Print Name: _____</p>
--

HCPS SUMMER ACADEMY RECOMMENDATION FORM

Student's Full Name _____

The above-named candidate is applying for a Student Worker position for the HCPS Summer Academy. This recommendation form will be used to determine if he/she meets the requirements. Please complete the form below. Place the completed form in an envelope, seal the envelope, and sign your name across the seal of the envelope before returning to the student.

Thank you in advance,

Justine Jordan
Extended Learning Specialist

Teacher completing form (Please Print) _____

Please rate the student using the scale provided. For responses of 2 or lower, please comment.	1= Poor 2= Below Average 3= Average 4= Very Good 5= Excellent	Comments:
Attitude		
Attendance & Punctuality		
Demonstrate Responsibility		
Social Skills - gets along well/respect for others		
Demonstrates enthusiasm in performing assigned tasks		
Initiative		
Ability to keep commitments		
Self-motivated		
Demonstrates Integrity/Honesty		
Demonstrates Dependability		
Maturity		

Additional Comments: _____

Overall impression of candidate: (please circle one)

Highly recommend Recommend Recommend with reservation Do not recommend

Signature _____ Date _____

HCPS SUMMER ACADEMY RECOMMENDATION FORM

Student's Full Name _____

The above-named candidate is applying for a Student Worker position for the HCPS Summer Academy. This recommendation form will be used to determine if he/she meets the requirements. Please complete the form below. Place the completed form in an envelope, seal the envelope, and sign your name across the seal of the envelope before returning to the student.

Thank you in advance,

Justine Jordan
Extended Learning Specialist

Teacher completing form (Please Print) _____

Please rate the student using the scale provided. For responses of 2 or lower, please comment.	1= Poor 2= Below Average 3= Average 4= Very Good 5= Excellent	Comments:
Attitude		
Attendance & Punctuality		
Demonstrate Responsibility		
Social Skills - gets along well/respect for others		
Demonstrates enthusiasm in performing assigned tasks		
Initiative		
Ability to keep commitments		
Self-motivated		
Demonstrates Integrity/Honesty		
Demonstrates Dependability		
Maturity		

Additional Comments: _____

Overall impression of candidate: (please circle one)

Highly recommend Recommend Recommend with reservation Do not recommend

Signature _____ Date _____

LISTS OF ACCEPTABLE DOCUMENTS

All documents containing an expiration date must be unexpired.

* Documents extended by the issuing authority are considered unexpired.

Employees may present one selection from List A or a combination of one selection from List B and one selection from List C.

Examples of many of these documents appear in the Handbook for Employers (M-274).

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
<ol style="list-style-type: none"> 1. U.S. Passport or U.S. Passport Card 2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551) 3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa 4. Employment Authorization Document that contains a photograph (Form I-766) 5. For an individual temporarily authorized to work for a specific employer because of his or her status or parole: <ol style="list-style-type: none"> a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: <ol style="list-style-type: none"> (1) The same name as the passport; and (2) An endorsement of the individual's status or parole as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form. 6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI 	OR	<ol style="list-style-type: none"> 1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 3. School ID card with a photograph 4. Voter's registration card 5. U.S. Military card or draft record 6. Military dependent's ID card 7. U.S. Coast Guard Merchant Mariner Card 8. Native American tribal document 9. Driver's license issued by a Canadian government authority <li style="text-align: center;">For persons under age 18 who are unable to present a document listed above: 10. School record or report card 11. Clinic, doctor, or hospital record 12. Day-care or nursery school record 	AND	<ol style="list-style-type: none"> 1. A Social Security Account Number card, unless the card includes one of the following restrictions: <ol style="list-style-type: none"> (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION 2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240) 3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal 4. Native American tribal document 5. U.S. Citizen ID Card (Form I-197) 6. Identification Card for Use of Resident Citizen in the United States (Form I-179) 7. Employment authorization document issued by the Department of Homeland Security <p style="margin-left: 20px;">For examples, see Section 7 and Section 13 of the M-274 on uscis.gov/i-9-central.</p> <p style="margin-left: 20px;">The Form I-766, Employment Authorization Document, is a List A, Item Number 4, document, not a List C document.</p>
<p>Acceptable Receipts</p> <p>May be presented in lieu of a document listed above for a temporary period.</p> <p>For receipt validity dates, see the M-274.</p>				
<ul style="list-style-type: none"> • Receipt for a replacement of a lost, stolen, or damaged List A document. • Form I-94 issued to a lawful permanent resident that contains an I-551 stamp and a photograph of the individual. • Form I-94 with "RE" notation or refugee stamp issued to a refugee. 	OR	<ul style="list-style-type: none"> • Receipt for a replacement of a lost, stolen, or damaged List B document. 	AND	<ul style="list-style-type: none"> • Receipt for a replacement of a lost, stolen, or damaged List C document.

*Refer to the Employment Authorization Extensions page on [I-9 Central](#) for more information.