



# PWCS Summer Certified and Classified Application Instructions

Thank you for your interest in Prince William County Public Schools (PWCS) summer school employment. The following summarizes the summer school employment application process.

## Step 1 Review the available Summer School positions/locations

Determine which positions you are interested in. When you complete the online application, you will be asked to select specific vacancies at specific locations.

Available positions are posted on the Human Resource vacancy web page  
<https://jobs.pwcs.edu/Jobs/>.

## Step 2 Complete an Online Application

### Accessing the Online Application

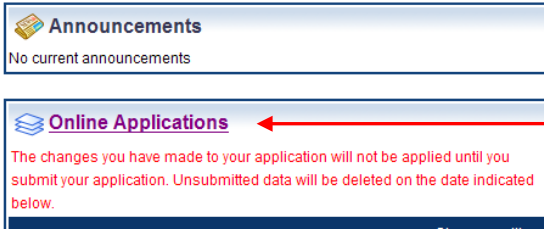
Complete the applicable “Summer School Classified” or “Summer School Certified” Online Application. (Go to <https://jobs.pwcs.edu/WorkSpace/>.)

Welcome to the Prince William County Schools WinOcular WorkSpace

<b>Login:</b> User ID: <input type="text"/> Password: <input type="password"/> <input type="button" value="Login"/> Forgot your login information? Click <a href="#">here</a> .	<b>New User?</b> Click <a href="#">here</a> to register.	<b>Current Employee? Login here:</b> Employee ID Badge Number: <input type="text"/> Last 4 SSN: <input type="text"/> Date of Birth: <input type="text"/> <input type="button" value="Login"/>
---	---	---

- If this is your first time applying for a PWCS position online select “New User.” You will be directed to a screen to set up a username and password.
- If you previously completed a PWCS online application, enter your Login 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](mailto:hr@pwcs.edu).*
- If you are a current PWCS employee, you can login using either “Login” or “Current Employee? Login here” option.

Click on the “Online Applications” link.



Select the application type “Summer School **Classified**” (for Secretary, Office Assistant, Teacher Assistant, and/or Security positions) or “Summer School **Certified**” (for teacher positions). Then click “Start Application”.

**Certified**  
Teachers

**Administrative**  
Administrative Coordinators, Supervisors, School Administrators and Directors

**Classified**  
Clerical, Teacher Assistant, Custodial, and Non Teaching Support

**Substitute/Temporary**  
Substitute teacher, temporary teacher, coaches, and summer school instructor

**Summer School Certified**  
Teachers - Current PWPCS Teachers Only

**Summer School Classified**  
Clerical, Security, Teacher Assistant

### Completing the Application

The left toolbar shows the application progress. Once a page is completed the box will change to GREEN. All pages must be “GREEN” before attempting to submit the application.

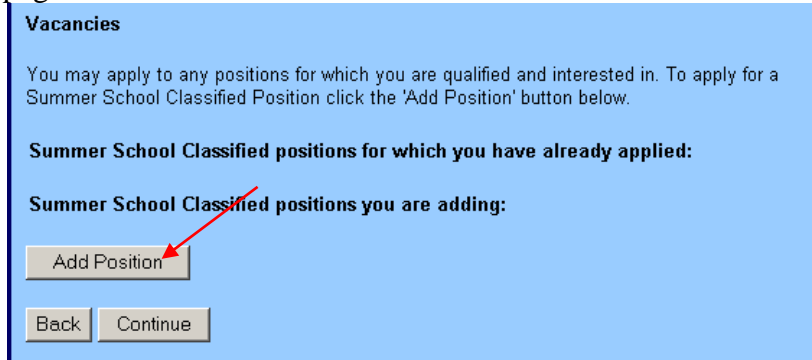
The screenshot shows a dark blue toolbar on the left with a red arrow pointing to it. The toolbar contains the following items: 'Contact Info' (yellow square), 'Professional Information' (red square), 'Vacancies' (green checkmark), 'Skills' (green checkmark), 'Licensure' (green checkmark), 'Testimony' (red square), 'Background Release Agreement' (green checkmark), 'Review & Print' (green checkmark), and 'Submit' (green checkmark). To the right, the 'Contact Information' section is highlighted in light blue. It contains the text: '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 [yellow square] and completed sections are indicated by [green checkmark]. A section indicated with [red square] still needs to be completed or reviewed. All sections must be green [green checkmark] 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."' and 'It is important that principals and hiring officials be able to contact you throughout the hiring season, therefore, please keep your information updated.'

Be sure to use the “Continue” or “Back” buttons, as needed, at the bottom of every page to go from one page to another in the application.

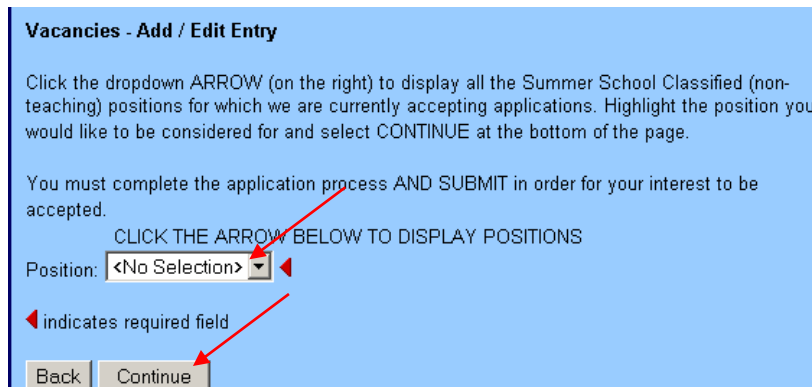


### Add applicable vacancies:

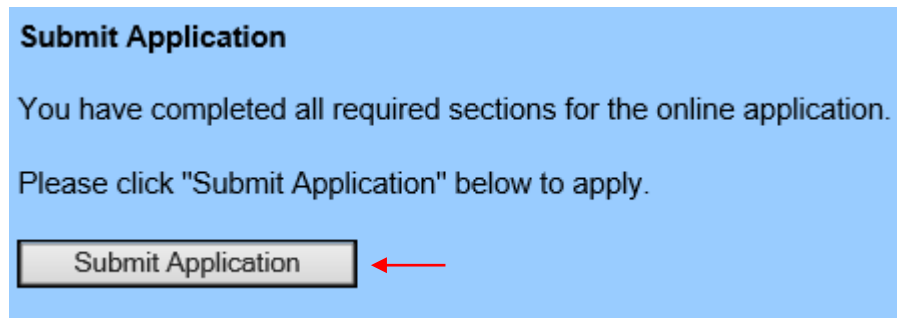
In the “Vacancies” page:



1. Click on “Add Position”
2. Use the dropdown menu labeled “Position” to view the available positions.
3. Find and select the Summer School position/location you are interested in.
4. Click “Continue”
5. The selected position/location will appear in the next page.
  - a. **If you wish to add more than one position repeat steps 1-5. Once you have added all the position(s) you are interested in, click “Continue”.**



Once your online application is complete be sure to “submit” it.



You will receive an automated reply email message immediately following your submission.

### Step 3 Applying to other Vacancies

After submitting your application, you may also apply to positions directly on the Job Posting website, <https://jobs.pwcs.edu/workspace/wSpace.exe?Action=wsJobsMain>

Click on a posted position that interests you. In the upper right corner click “Login to Apply.”



Once logged in, you may click on other posted vacancies, and click “Apply” in the upper right corner.



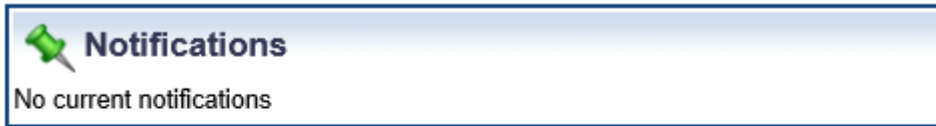
When logged in, a green checkmark will appear on the Job Posting website, before the positions that you have applied to.

	Category	Job Type
✓	Certified	ELEMENTARY
✓	Certified	ELEMENTARY
✓	Certified	ELEMENTARY
✓	Certified	ELEMENTARY
	Certified	ELEMENTARY

## Step 4 Additional Documents

Current PWCS employees only need to complete the online application, no other documentation is necessary.

Candidates not currently employed by PWCS may upload documents in the “Manage Documents” section. The Manage Documents section is on the right side of the workspace website, <https://jobs.pwcs.edu/workspace/wSpace.exe>.



Professional references -

- If you include your previous/current supervisor’s email address in the online application, an *electronic version* (the preferred method) of the professional reference form will automatically be sent to the supervisor via email. Once the supervisor completes the form, it will instantly upload to your profile.
- If you would prefer, you may send your previous/current supervisors a *paper* [PWCS Reference form](#) to complete and submit.

If you need assistance with the online application, please contact the Human Resource Employment Service Center (ESC) at 703.791.8050, or email [hr@pwcs.edu](mailto:hr@pwcs.edu).

Thank you for your interest in PWCS.

Rev. 1/2020