



PWCS Student Summer Employment Application Instructions

Thank you for your interest in Prince William County Public Schools (PWCS). The following summarizes the 3-step Summer School Student Aide employment application process.

Step 1 Complete an Online Application To Access the application

Go to our website <https://jobs.pwcs.edu/WorkSpace/> and login or create a new user account.

Welcome to the Prince William County Schools WinOcular WorkSpace

Login:
User ID:
Password:

Forgot your login information? Click [here](#).

New User?
Click [here](#) to register.

Current Employee? Login here:
Employee ID Badge Number:
Last 4 SSN:
Date of Birth:

- If this is your first time applying for a PWCS position, 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 request your login information by email hr@pwcs.edu.*

After you log in click on the “Online Applications” link.

Announcements
No current announcements

Online Applications
The changes you have made to your application will not be applied until you submit your application. Unsubmitted data will be deleted on the date indicated below.

Select “Summer School Classified” and click “Start Application” as shown below.

- Certified**
Teachers, Counselors, Librarians, Psychologist, ...
- Administrative/Management**
Administrative Coordinators, Supervisors, School ...
- Classified/Support**
Clerical, Teacher Assistant, Custodial, Bus Driver
- Substitute/Temporary**
Substitute Teacher, Classified Temporary, Temp
- Summer School Certified**
Teachers, Librarians, Nurses, etc. - Current PWC
- Summer School Classified**
Clerical, Security, Teacher Assistant, etc.
- Volunteer**
Volunteer, Student Teacher, etc.

Completing the Application

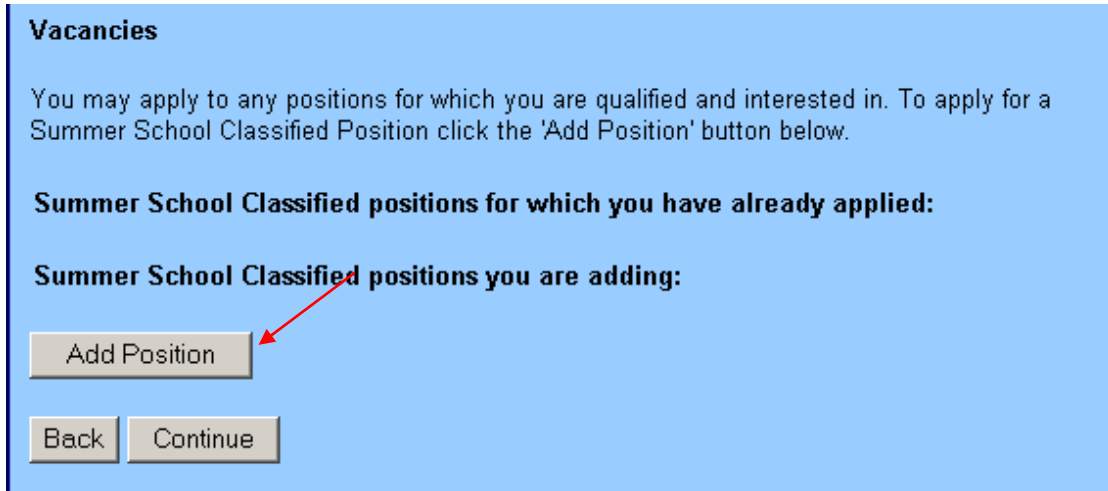
The left toolbar shows the application progress. Once a page is successfully completed the box will change to GREEN. All sections must be “GREEN” before your application can be submitted.

The screenshot shows a dark blue toolbar on the left with a list of application sections. A red arrow points to the 'Contact Info' section, which is highlighted with a yellow square. Other sections like 'Vacancies', 'Additional Information', 'Language', 'Education', 'Work Experience', 'References', 'Background Release Agreement', 'Review & Print', and 'Submit' are marked with green checkmarks. The 'Testimony' section is marked with a red square. The main content area on the right is light blue and titled 'Contact Information'. It contains two paragraphs of text explaining how to complete the application and the importance of keeping contact information updated.

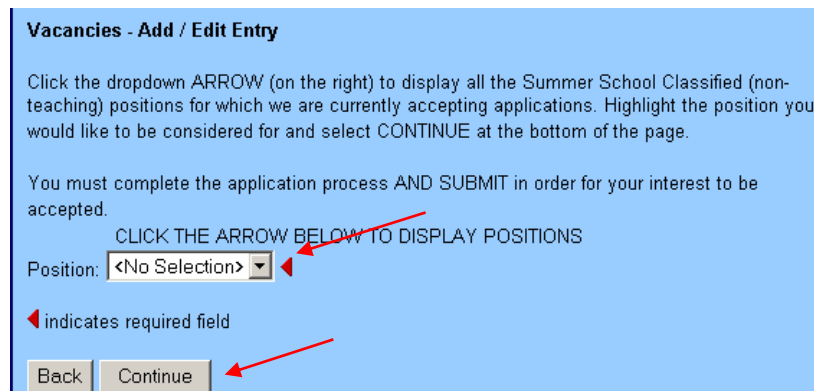
Use the “Continue” or “Back” options at the bottom of the page to navigate through the application.

To add the Student Aide vacancy:

In the “Vacancies” tab select “Add Position.”



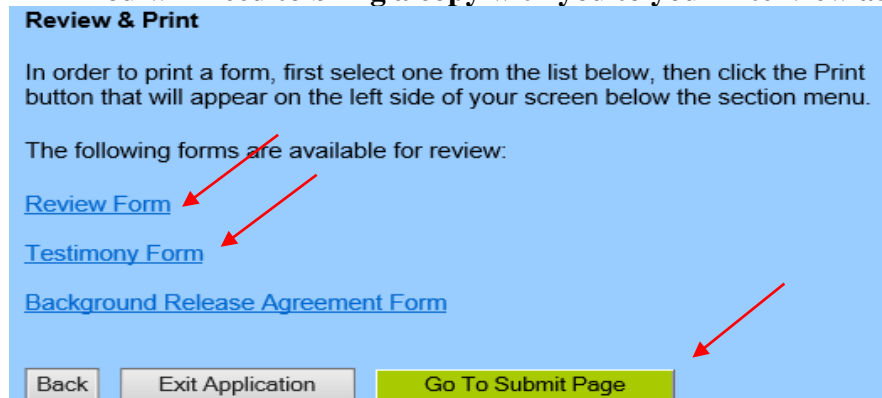
Use the dropdown menu to select the “Student Aide” position then click “Continue”. The next page will show the Student Aide position under positions you are adding. Click “Continue” to move to the next page.



Once your online application is complete

1. Select the “Review and Print” tab.
2. Open both the “Review Form” and “Testimony Form” and **PRINT** them.

You will need to bring a copy with you to your interview at the Summer Job Fair.



3. Once printed, click on the “**Go To Submit**” option.
4. You will receive an automated email message immediately following your submission. By receiving the email, you may feel confident that your application was successfully submitted.

Step 2 Obtain a Reference

- The Student Summer Reference Form is located on the PWCS Summer Employment Web page. Go to <https://www.pwcs.edu/Employment>, select “Summer Employment” and click on the link “Student Employment Reference Form.”
- You will need to print one reference form and provide it to a teacher or school administrator who knows your quality of work/performance.
- The teacher/administrator should complete the reference and return the completed form to you in a signed SEALED envelope. You are to bring the completed sealed reference with you to the Summer Job Fair.

Step 3 Attend a Summer Job Fair

Summer Job Fair will take place:

- Tuesday, March 10, 2020, 5:30 – 7:00 PM at the Kelly Leadership Center
 - 14716 Bristow Road, Manassas, VA 20112

Remember to bring:

- A printed copy of your completed online application and
- Completed school reference form in signed sealed envelope.

Successful candidates recommended for placement will be contacted at a later date.

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.

Thank you for participating in the PWCS Student Summer Employment application process.

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