

## **SUPPORT STAFF HIRING**

Procedures shall be developed for filling vacancies or new positions to insure that all openings have been properly advertised to give all interested parties the opportunity to be considered.

Application for employment in the Waynesboro School Division shall be in writing and on forms provided by the superintendent's office. Applications for all support staff positions will be received and processed by the superintendent's office. A personal interview is required as a prerequisite to employment.

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

Adopted: February 14, 1995

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Legal Refs.: Code of Virginia, 1950, as amended, 2.1-639.16. et seq..  
22.1-70, 22.1-78.

Cross Ref.: GCCB - Nepotism Employment Relationship