Orientation Questions

When and where is orientation?

The date for the intern orientation is April 17, 2020 from 8:00-12:00 AM at the FCPS Central Office.

What do I need to bring to orientation?

For security compliance, you NEED to bring the following documents to orientation. **We can not make any exceptions.** If you do not have these documents at the time of orientation, you will NOT be allowed to stay at orientation.

1. **A check or money order** for the amount of $34.50 for fingerprinting. **We cannot accept cash.** Please make the check out to "FCPS."

2. **Identification:** option A or B. This is a federal requirement to complete the I-9 documents.
   - an unexpired driver’s license AND social security card or birth certificate (we cannot accept photocopies of these documents.)
   - **OR**
   - b) an unexpired passport.

Accepted identification cannot be photocopies or laminated.

3. **Hiring Packet:** Any forms completed from the hiring packet. These will be sent to you once your application is complete. These include federal and state tax forms, direct deposit forms, I-9 form, and race and ethnicity form.

Do I need to be fingerprinted again?

If you have been fingerprinted in the state of Maryland for child care purposes in the last 365 days (from the date of the orientation) and you have the 12 digit code from your CJIS report, you may be eligible to complete the 365 day form in lieu of being fingerprinted. If this applies to you, we still need all necessary identification listed above at orientation. If you are currently an FCPS employee (current sub or support employee), you will not need to be fingerprinted. Please contact April at April.Vierra@fcps.org if you need this form.

FCPS Intern Application Process FALL, 2020

We are excited that you will be a Frederick County Public Schools’ intern! We look forward to working with you over the next year and hope that you will apply for a position with us once you have completed your program.

**If you are currently an active FCPS employee** (substitute or otherwise) please contact me at april.vierra@fcps.org immediately. Otherwise, please complete the steps listed below. Use the steps below as your application check list.

**Please note that you can NOT intern in FCPS until you have been fingerprinted.**

**Application steps to complete:**

1. Complete FCPS Online Application including required references (as soon as you can, but by **April 10, 2020**)

2. Print and complete hiring packet via AppliTrack. (sent after intern application is completed and submitted)

3. Bring all necessary documents to intern orientation for fingerprinting and tax forms. This will be scheduled with you on line for **April 17, 2020 from 8:00 to 12:00 p.m.**

Intern Application Process FAQ’s
Application Questions

How do I access the application?

Access the link: http://www.applitrack.com/fcps/onlineapp

⇒ Click “Start an application for employment” for External Applicants
⇒ Complete application pages 1-3.
⇒ You can leave page 5 blank
⇒ Complete pages 6 & 7
⇒ **On page 8, you must answer the three questions. You are most likely to say, “Yes, Certificate is Anticipated”**.
⇒ On page 9: You will need to complete the section for all previous employers. The employers that you have noted you worked with minors will be mailed a REQUIRED background form to complete.
⇒ Complete the remainder of the application.
⇒ Be sure to click the “submit” button once your application is complete.

What do I need to include in my application?

- Page 10-3 professional references (professors, supervisors, coaches, mentor teachers, etc.) completed through the application. A separate letter is not required.
- Page 11-Upload **UNOFFICIAL** Transcripts that show the highest amount of credit hours. This is to make sure you are paid correctly when you sub. (Uploaded transcript must reflect at least 60 credit hours earned) Recommended format is PDF.

FCPS INTERN FAQ

How many references do I need?

You will need to include three references. All references need to be non-relatives who can speak to your ability to work professionally. A former or current supervisor would be best. Supervisors during volunteer or non-paid internship experiences would also be accepted. Please notify all references that they will be receiving an emailed reference survey (from Frederick County Public Schools <mailbot@applitrack.com>) on your behalf. You may let them know it takes only a few minutes to complete. Encourage them to complete it as soon as they receive it. Since the form is sent through an automated process, sometimes this can be delivered to their SPAM/JUNK mailbox.

What is the Hiring Packet?

These documents will be sent to you via AppliTrack once you submit your application and it has been reviewed for completion by an HR staff member. You will have a number of documents to complete for hiring including federal and state tax forms, direct deposit forms, etc. **Please print these forms out and bring them with you to orientation.** We can not accept these forms electronically, so we will need the paper copies at orientation.

What if my application and documents are not completed by the deadline? Can I still attend the Intern orientation?

Unfortunately, no. If your documents are not completed, you will not be invited to participate in the Intern orientation session. Once your application is complete and references are received, you will be invited to attend an intern orientation (PLEASE COMPLETE by APRIL 10, 2020) Please note that a delay in completing your application will result in a delay in hiring. A delay in hiring results in delayed access to FCPS network logon and curriculum materials, as well as delay in your internship start date.

**APPLY ON TIME!**