VOLUSIA COUNTY SCHOOLS

Human Resources
200 N. Clara Ave.
DeLand, FL 32720
386-734-7190

Applications
Ext. 20177

Recruitment
Ext. 20168, 20115

Technical Assistance
Senior Intern Applicants

Technical Assistance
Directions for Online Application
(Senior Intern Specific)

A requirement of your intern application is to complete the employment application for Volusia County Schools. You will need to have with you:

- ☐ Current resume for important dates and for upload to your application "Attachments".
- ☐ (3) References with contact information including email addresses
- ☐ Your driver's License and Social Security Card

To begin your application:

1. Visit http://www.vcsedu.org
2. Click on "District"
3. Scroll down and click on "Employment"
4. Click on "Application for Employment"
5. Scroll to the bottom of the screen and select "Click here to begin your application"
6. Click on "Create Account" button
7. Enter the required data and select "Teacher" for the applicant type
8. Click "Save and Next"
9. Click on Log In button
10. Click "Remind me later"
11. Read and accept disclaimer
12. Click on My Application Tab
13. Complete each screen step by step **
14. If you receive an incomplete application message, please click on the yellow question mark (?) on the right side of the screen. Incomplete areas will be identified.
15. Check your email "inbox", "junk" and "spam" folders often and follow all directions emailed to you.

General Employment History Page**

Senior Interns only need to enter internship dates on this page. However, if you intend to seek employment, it is in your best interest to provide your employment history for the past 10 years to facilitate the transition from intern to employment.

References/Employment Verification**

As an intern, you will only need to enter your supervising professor on this page. However, it is in your best interest to provide (3) references which correspond to the entries in your General Employment History so that a substitute teacher record may be created to facilitate the transition from internship to employment.

Documentation**

During the Senior Intern Orientation, interns will have the opportunity to provide their Driver's License and Social Security Card for photocopying and may complete the FRS Form. High school transcripts and transcripts showing AA degree or BA degree conferred may also be turned in at this time.

Universities:

Please make sure that you complete and return the Senior Intern Placement Request Spreadsheet indicating certification areas, school requests, and any other important information. This will ensure that all of your interns have a full and complete application with Volusia County Schools.