



Interest in an Advertised Vacancy

Office of Human Resources
Montgomery County Public Schools
Rockville, Maryland 20855

Website: <http://www.mcps.k12.md.us/departments/personnel/>

INSTRUCTIONS: Applicants who are not current MCPS employees may request consideration for specific vacancies by completing this form. An MCPS application, references, transcripts, and all necessary tests must be on file by the advertised deadline. You will NOT receive a written response to this request. Please note that permanent MCPS employees who are qualified must be given first consideration as stipulated by the negotiated union agreement. The Advertised Vacancy Form cannot be used to apply for job vacancies until the applicant's file contains three (3) completed reference forms.

PLEASE PRINT

Date ____/____/____

To _____
Name of person staffing position

I am applying for the position of _____
Position title

Ad no. _____ at _____
School or location

No. of hours (if listed) _____ Ad closing date ____/____/____

I have an active application on file: Yes No

I have completed all necessary tests for this position (test to be completed by deadline date): Yes No

Name (Please print) _____

Address _____

Telephone numbers: (Home) ____-____-____ (Work) ____-____-____ (Other) ____-____-____

Social security no. ____-____-____

Related education/training/experience that applies to the qualifications advertised for this position (use back if necessary).

Signature