

**Section 7-19.1. Best Possible Candidates; Advertising Procedures developed by Superintendent; Accurate Information Required on Application; Written Application Required.** —

A. It is the desire of the Suffolk School Board to recruit, hire and retain the best possible qualified applicants. The applicant determined to be the best qualified shall be selected for a vacant or new position, regardless of whether the applicant is an internal or external candidate. Current division employees are given an opportunity to apply for positions for which they are qualified.

B. Vacancies and new positions within the division are advertised. ~~on the internet, in each school and in the School Administrative Office.~~ The Superintendent is responsible for developing procedures for advertising vacancies and new positions. Those procedures will be designed to ensure that all openings are properly advertised to give all interested and qualified parties the opportunity to apply. While most positions will be filled using those procedures, the School Board may, at the request of the Superintendent, fill positions in other ways. For example, the School Board may authorize the filling of a position to accommodate the disability of an employee, to transfer an employee when it is determined to be in the best interest of the school division, to satisfy the rights of employees returning from leave, to move an employee whose performance is unsuccessful to a position in which the employee might be successful or to discipline an employee for conduct deficiencies.

C. 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 from employment or refusal to employ.

D. Application for employment in Suffolk Public Schools shall be made in writing on forms provided by the Department of Human Resources. (Adopted August 10, 1995; Revised June 9, 2016; Ordinance Number 15/16-60; Effective Date: July 1, 2016)

**Legal Authority** - Virginia Code §§ 22.1-70 & 22.1-78 (1950), as amended.