
Human Resources

12507 Warwick Boulevard, Newport News, VA 23606 • phone: 757-881-5061 • fax: 757-597-2967

Teacher Referral Bonus Form

Please complete one form for each person you are referring for a Teacher with NNPS for the 2022-2023 school year.

Today's Date: _____

Your Name: _____

Your Current Position with NNPS: _____

Employee ID: _____

Phone Number: _____

Email Address: _____

Full Name of candidate you are referring to NNPS for a Teacher position:

Content Area in which this candidate will be teaching (Please select one):

- Elementary Pk-5 Special Education Pk-12
 Secondary English grades 6-12 Secondary Mathematics grades 6-12

Teacher candidate phone number: _____

Please email completed forms to Human Resources at ask.hr@nn.k12.va.us.

PLEASE NOTE

By completing this form, it does not guarantee that a referral bonus will be paid out. Human Resources will review your submission and determine eligibility for you and the candidate.

Terms and Eligibility:

- Eligibility includes current staff grades 40 and below. Human Resources staff is not eligible.
- Referral bonuses are paid out equally in two payments at the end of September 2022 and at the end of May 2023.
- The referred candidate must meet all eligible teacher requirements, be hired, and teach through the end of September 30th, 2022, to receive the first payment of the referral bonus. To receive the second referral bonus payment, the referred employee must teach through the end of May 31st, 2023.
- The bonus is subject to available funding and may be taxable as per current IRS regulations.
- NNPS reserves the right to modify terms and conditions without notice.