

# APPLICATION FOR EMPLOYMENT

## SERVICE PERSONNEL

### Check List for Application:

\_\_\_\_\_ Copy of High School Diploma/GED/Transcripts

\_\_\_\_\_ Food Handlers Card (Cook – Aide)

**\*\*APPLICATIONS WILL NOT BE  
ACCEPTED WITHOUT THE ABOVE  
ITEMS**

Application may be emailed to:

[mariley@k12.wv.us](mailto:mariley@k12.wv.us) (Melissa A. Riley, Personnel Director) or  
[bmonnett@k12.wv.us](mailto:bmonnett@k12.wv.us) (Bobbi Monnett, Personnel Secretary)

Lewis County Schools  
 239 Court Avenue  
 Weston, WV 26452  
 Telephone: (304) 269-8300

**APPLICATION FOR EMPLOYMENT  
 SERVICE PERSONNEL**

*Note: Applications are retained in files for ONE year from date of application. Written request is required to retain for additional time.  
 Bid sheets MUST be used to apply for posted positions.*

**PERSONAL DATA**

Full Name: \_\_\_\_\_  
 (Last) (First) (Middle)

Address: \_\_\_\_\_  
 \_\_\_\_\_  
 (City) (State) (Zip)

Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_ SSN \_\_\_\_\_

Date: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Position(s) of Interest: (Check all that apply)

Aide  Bus Operator  Cook  Custodian  Maintenance  Secretary  Other

<b>Name of School or Institution Attended</b>	<b>Degree/Diploma</b>	<b>Major/Minor</b>
<b>High School</b>		
<b>Vocational School</b>		
<b>Specialized Training</b>		
<b>College/University*</b>		

**\*OFFICIAL DIPLOMAS/TRANSCRIPTS AND PROOF OF TB TINE TEST REQUIRED TO COMPLETE APPLICATION**

The Lewis County Board of Education operates as an equal opportunity employer and will not discriminate on the basis of race, national origin, religion, gender, marital or family status, age or disabling conditions in its activities, programs, or employment practices as required in Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act (ADA) of 1990. For information about your rights or grievance procedures, contact the county Title IX Coordinators, Kyre-Anna Minney or Aaron Radcliff, or your county Section 504/ADA Coordinator, Kyre-Anna Minney, Lewis County Schools, 239 Court Avenue, Weston, WV 26452, (304) 269-8300.

**EMPLOYMENT HISTORY**  
(Please list in chronological order)

Employer/Company Name	Address/Phone	Type of Work	From Month/Year	To Month/Year

**SERVICE INFORMATION**

**List trade, business or civic activities and offices held.**

You may exclude membership that would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status.

If additional space is needed, please continue on a separate sheet of paper.


**ADDITIONAL INFORMATION**

**Summarize special job-related skills and qualifications from past employment or other experiences, as well as any other information you feel would be helpful to us in consideration of your application.**


**BACKGROUND INFORMATION**

Have you ever been convicted of or are you currently charged with a misdemeanor or felony?  Yes  No

If yes, please explain: \_\_\_\_\_

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Have you ever resigned from employment as a board of education employee?  Yes  No

If yes, please explain: \_\_\_\_\_


<b>REFERENCES</b>		
<b>NAME</b>	<b>ADDRESS</b>	<b>TELEPHONE Home/Work</b>
1.		
2.		
3.		
4.		

### **APPLICANT'S STATEMENT**

I certify that answers given herein are true and complete. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at employment and related decisions.

I authorize Lewis County Board of Education, the State Department of West Virginia, and any other employer and/or reference listed in my application to fully discuss all aspects of my application and employment, and hereby release them from liability for any comments and/or statements made concerning my application and employment.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in not being hired, a loss of experience credit for pay purposes and discharge of employment. I also understand that I am required to abide by all rules and regulations of the employer in the event I am hired.

**\*\* If typed on fillable form, will be considered a valid signature.**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

*We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.*