

# APPLICATION FOR EMPLOYMENT

## PROFESSIONAL PERSONNEL

### Check List for Application:

- \_\_\_\_\_ Bid Sheet
- \_\_\_\_\_ Copy of Certificate
- \_\_\_\_\_ Transcripts w/Degree
- \_\_\_\_\_ Verification of Experience in Certified Area
- \_\_\_\_\_ Verification of Specialized Training
- \_\_\_\_\_ Copies of 2 Most Recent Evaluations
- \_\_\_\_\_ Verification of Total Teaching Experience

**The above items must be attached to Application!**

Information may be emailed to:

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

[sstobbs@k12.wv.us](mailto:sstobbs@k12.wv.us) (Sherry Stobbs, Personnel Secretary)



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

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

**PROFESSIONAL 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: \_\_\_\_\_

\_\_\_\_\_

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

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

\_\_\_\_\_

**STUDENT TEACHING**

Subject area and/or grade level:

Inclusive dates:

Cooperating teacher's name:

School/telephone number:

School district:

State:

**EXPERIENCE IN EDUCATION**

Name and Location of School/Institution	Subject Grade Level Assignment	Inclusive Dates From To	Number of Years or Months	Total Number of Years

**POSITION APPLIED FOR**

(Check in order of preference – use numbers 1, 2, 3, etc.)

<input type="checkbox"/> Pre-Kindergarten	List grade levels in order of preference:
<input type="checkbox"/> Kindergarten	1.
<input type="checkbox"/> Elementary, Grades 1 - 4	2.
<input type="checkbox"/> Middle School, Grades 5 - 8	3.
<input type="checkbox"/> High School, Grades 9 - 12	
<input type="checkbox"/> Counselor, Grades Pre-K – 4	For grades 5-12, list preference or subjects:
<input type="checkbox"/> Counselor, Grades 5 – 12	1.
<input type="checkbox"/> Supervisor	2.
<input type="checkbox"/> Administration	3.

**CERTIFICATION**

Type of WV certificate held: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Grade levels and teaching fields identified on certificate:

\_\_\_\_\_ (Grade Levels) \_\_\_\_\_ (Major) \_\_\_\_\_ (Minor)

Do you hold a valid teaching certificate in any state other than West Virginia?  Yes  No

If so, where? \_\_\_\_\_ (State) \_\_\_\_\_ (Type) \_\_\_\_\_ (Expiration Date)

<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.

\_\_\_\_\_  
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.*