

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 (Melissa A. Riley, Personnel Director) or

bmonnett@k12.wv.us (Bobbi Monnett, Personnel Secretary)

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

APPLICATION FOR PROFESSIONAL EMPLOYMENT

Full-Time

Substitute

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: _____

Social Security Number (last four digits only): _____ Date: _____

E-mail address: _____

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

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

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 Coordinator, Dr. Carol G. Williams, or your county Section 504/ADA Coordinator, Dr. Carol G. Williams, 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

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		Number of Years or Months	Total Number of Years
		From	To		

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)

REFERENCES		
NAME	ADDRESS	TELEPHONE Home/Work
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.