

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 (Melissa A. Riley, Personnel Director) or
stobbs@k12.wv.us (Sherry Stobbs, Personnel Secretary)

Please **DO NOT** fax.

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: _____

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

If yes, please explain: _____

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.

** 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.