APPLICATION FOR EMPLOYMENT

SERVICE PERSONNEL

Check	List for Application:
	Copy of High School Diploma/GED/Transcripts
	Food Handlers Card (Cook – Aide)

**APPLICATIONS <u>WILL NOT</u> BE ACCEPTED WITHOUT THE ABOVE ITEMS

Application may be emailed to:

<u>mariley@k12.wv.us</u> (Melissa A. Riley, Personnel Director) or <u>bmonnett@k12.wv.us</u> (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:	<u>.</u>					
(Last)	(First)	(Middle)				
Address:		·····				
(City)	(State)	(Zip)				
Telephone:	Cell:					
Date: E-m	Date: E-mail address:					
Position(s) of Interest: (Check all that apply)						
[] Aide [] Bus Operator [] Cook [] Custodian [] Maintenance [] Secretary [] Other						
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)

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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.