



Pleasants County Schools
202 Fairview Drive, St. Marys, WV 26170
P. 304.684.2215 F. 304.684.3569

Date Received: _____
Received by: _____

Professional Application Instructions

Thank you for your interest in Pleasants County Schools. The following is a list of materials required to submit a complete application packet. Please read through the information carefully. Once your application and other required documents have been received by the Director of Personnel, your file will be reviewed.

Required Application Materials: (please submit in the following order)

1. Letter of Interest
2. Professional Bid Sheet
3. Application for Professional Positions (*not required for current PCS employees*)
4. Copy of two most recent evaluations (*not required for current PCS employees*)
5. Current Résumé (required for Administrative Positions only)
6. Reference List: please include at least 3 professional references with current contact information along with two letters of reference/recommendation.

Applications and bid sheets can be found at <http://www.pleasantcountyschools.com/> under "Employment".

Submit completed application packets to:

Eric Croasmun

Director of Personnel
Pleasants County Schools
202 Fairview Drive
St. Marys, WV 26170 304-684-2239 ecroasmun@k12.wv.us

For Assistance: please contact the Pleasants County Board Office at 304-684-2215.

Electronic Submission: materials are accepted electronically via email attachment and/or fax. The email body will serve as an electronic signature. A faxed copy must be signed.

Disclaimers:

*Incomplete, and/or inaccurate application materials will not be considered.

*PCS only accepts applications at the time a position is posted; if you are interested in working for PCS, submit your bid sheet and other related documents at that time a position is open.

*PCS does not allow "blanket applications." An individual must submit a bid sheet and required documentation for each position in which they wish to be considered.