



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

Date Received: \_\_\_\_\_  
Received by: \_\_\_\_\_

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### **Service Personnel 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. Service Personnel Bid Sheet
2. Application for Service Personnel Positions (*if not a current employee*)
3. References: 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.

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

As required by State and Federal laws, the Pleasants County Board of Education does not discriminate on the basis of sex, race, color, religion, marital status, handicapping condition, age, ancestry, and national origin in employment and in the administration of its educational programs and activities. Inquiries may be directed to: Mrs. Kehrer, Title IX Coordinator and/or Section 504 Coordinator, Pleasants County Board of Education, 202 Fairview Drive, St. Marys, WV 26170 Phone 304-684-2215. Fax 304-684-3569.