

HANCOCK COUNTY SCHOOLS
PO BOX 1300
NEW CUMBERLAND, WV 26047
(304) 564-3411 Ext. 8

APPLICATION FOR EMPLOYMENT
SERVICE PERSONNEL

Please print.

Date _____

Application must be completed in full to be considered.

PERSONAL INFORMATION

____ Mr. ____ Mrs. ____ Ms. ____ Miss Full Name _____

LAST

FIRST

MIDDLE INITIAL

Complete Address _____

Street

City

State

Zip

Telephone Home () _____ Work () _____ Cell () _____

EMAIL ADDRESS: _____

Are you able to perform the essential functions of the position for which you are applying? Yes _____ No _____ (If no, please explain)

Have you ever been employed with Hancock County Schools? Yes ____ No ____ In what capacity? _____ What year(s)? _____

Have you ever been arrested or convicted of any felony, misdemeanor or other offense (other than minor traffic violations), OR do you have such a charge pending? Yes _____ No _____ (If yes, please attach an explanation)

EDUCATION - Begin with the most recent first			
School & Location	Dates Attended	Diploma/GED	Degree

List any technical schools, classes, workshops, etc. attended or special skills/experience(s) that have enhanced your knowledge/skills related to the position(s) you are applying for.

WORK EXPERIENCE - Begin with the most recent first			
Dates	Employer & Location	Telephone	Job Title

REFERENCES - List work/education related references who are in a position to evaluate your experience and qualifications. - Minimum of 3			
Name	Address	Occupation	Telephone

ADDITIONAL INFORMATION, COMMENTS, SPECIAL QUALIFICATIONS/CERTIFICATIONS

APPLICANT AUTHORIZATION STATEMENT
<p>I UNDERSTAND THAT THIS EMPLOYMENT APPLICATION AND ANY OTHER DOCUMENTS PRESENTED TO ME IN THE COURSE OF APPLYING FOR EMPLOYMENT IN THE HANCOCK COUNTY SCHOOLS ARE NOT CONTRACTS OR PROMISES OF EMPLOYMENT. I ALSO UNDERSTAND CONSIDERATION FOR EMPLOYMENT WITH THE HANCOCK COUNTY SCHOOLS IS CONTINGENT UPON THE RESULTS OF REFERENCE AND BACKGROUND CHECKS. I AUTHORIZE HANCOCK COUNTY SCHOOLS TO INVESTIGATE ALL INFORMATION PROVIDED BY ME. I UNDERSTAND THIS INFORMATION WILL BE USED TO EVALUATE MY QUALIFICATIONS AND SUITABILITY FOR EMPLOYMENT AND TO VERIFY THE ACCURACY OF THE INFORMATION PROVIDED.</p> <p>I FURTHER UNDERSTAND THE REFERENCE AND BACKGROUND CHECKS NECESSITATE CONTACTING PRESENT AND PAST EMPLOYERS AND ANY LISTED REFERENCES OR OTHER INDIVIDUALS WHO CAN VERIFY INFORMATION. I AUTHORIZE ANY PARTY (INCLUDING EMPLOYERS, ORGANIZATIONS AND/OR OTHER INDIVIDUALS WITH WHICH I HAVE BEEN OR AM CURRENTLY ASSOCIATED WITH AND ALL PERSON CONNECTED WITH THEM) TO RELEASE ANY INFORMATION THEY MAY HAVE ABOUT ME TO THE HANCOCK COUNTY SCHOOLS, INCLUDING ALL MY PERSONNEL RECORDS. I UNDERSTAND THE PEOPLE CONTACTED WILL BE ADVISED WHAT THEY SAY WILL BE HELD IN CONFIDENCE.</p> <p>TO THE EXTENT PERMITTED BY LAW, I HEREBY RELEASE FROM ANY AND ALL LIABILITY THE HANCOCK COUNTY SCHOOLS, ITS OFFICERS, OFFICIALS AND ALL COUNTY EMPLOYEES AND AGENTS FOR ACTS PERFORMED IN CONNECTION WITH EVALUATING MY APPLICATION, BACKGROUND, CREDENTIALS AND QUALIFICATIONS I UNDERSTAND THE HANCOCK COUNTY SCHOOLS DOES NOT UNLAWFULLY DISCRIMINATE IN EMPLOYMENT AND NO QUESTION ON THIS APPLICATION IS USED FOR THE PURPOSE OF LIMITING OR EXCUSING ANY APPLICANT FROM CONSIDERATION FOR EMPLOYMENT ON A BASIS PROHIBITED BY APPLICABLE LOCAL, STATE OR FEDERAL LAW.</p> <p><i>I HEREBY CERTIFY THAT THE INFORMATION I HAVE PROVIDED IN THIS APPLICATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF. I UNDERSTAND THAT ANY FALSE STATEMENTS OR OMISSIONS IN THIS APPLICATION FORM, OR MADE IN THE COURSE OF APPLYING FOR EMPLOYMENT WITH THE HANCOCK COUNTY SCHOOLS, MAY DISQUALIFY ME FOR EMPLOYMENT OR CAUSE MY SUBSEQUENT DISMISSAL FROM EMPLOYMENT.</i></p>

<div>Applicant Signature</div>	<div>Date</div>
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