## Date Received:

## (Office Use Only)

**APPLICATION FOR EMPLOYMENT**

***Please print or type all sections.***

***It is the responsibility of the applicant to communicate all relevant information concerning the applicant’s qualifications.***

***If you are applying for a specific, posted position, the applicable documentation must also be submitted.***

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| **PERSONAL**  **Last Name: First: Middle: Maiden:** | | | | | | |  |
| **Present Address:** | | | | **Home Phone: Cell: e-mail:** | | |
| **City: State: Zip Code: Social Security Number:** | | | | | | |
| **Title of Position Applying For:** | | | | | | |
| **Type of Position Applying For: □ Professional □ Service □ Substitute □ Volunteer** | | | | | | |
| **Have you ever been employed with the Summers County Board of Education: □ Yes □ No**  **If yes, explain. Where? When?** | | | | | | **Other name(s) on record:** |
| **Are you under contract to another employer? □ Yes □ No If yes, please explain.**  **Have you ever been employed in another West Virginia school system? If yes, when and where?** | | | | | | |
| **Have you ever been dismissed or asked to resign from any employment? □ Yes □ No If yes, enclose full explanation.** | | | | | | |
| **Do you have any physical limitations that would affect your ability to perform the functions of the job(s) for which you have** | | | | | | |
| **applied? Yes No If “yes”, please identify the** | | | **limitations** | |  | |
| **Are you a citizen of the United States? □ Yes □ No** | | | | | | |  |
| **If no, do you possess lawful authorization to work in the United States? □ Yes □ No** | | | | | | |
| **EDUCATION** | | | | | | |
| **What is your highest level of education attained?**   * **High School Diploma □ GED □ Associate Degree □Bachelor’s Degree (AB/BA/BS) □ Bachelor’s+15 addl. semester hrs.** * **Master’s Degree (MA/MS) □Master’s+15 additional semester hrs. □ Master’s+30 additional semester hrs. □ Doctorate** | | | | | | |
| **List all institutions attended and degrees** | **received** | **:** | | | | |
| **\*Teaching Applicants must attach official transcripts from all colleges/universities attended.** | | | | | | |  |
| **(Professional Applicants Only) What is your WV certification/licensure? Please attach certificates License Type Endorsement Area(s) Grade Level(s)**  **□ Permit** | | | | | | |
| **□ Authorization** | | | | | | |
| **□ Certificate** | | | | | | |
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| **Do you hold a valid Teaching Certificate or any other license or certification in another state? □ Yes □ No Years, Type, Expiration:** | | | | | | |
| **Total amount of teaching experience Year(s) Check if none □** | | | | | | |
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| **If previouisly employed in a WV school system, what are the overall results of your previous two evaluations?**  **□ Satisfactory □ Unsatisfactory Name of County** | | | | | | |

**Has your teaching license ever been denied, suspended or revoked following allegations of misconduct? □ Yes □ No**

**If yes, enclose full explanation and documentation.**

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| **WORK EXPERIENCE**  **Beginning with your current/last position, list in chronological order your work experience. (Attach additional pages if needed.)** | | | | | |
| **Position/Title** | **Address/Location** | | **Dates** | **Supervisor Name** | **Phone** |
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| **REFERENCES**  **Name/Position or Title** | | **Mailing Address** | | | **Phone** |
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| **BACKGROUND CHECK** | | | | | |
| **A criminal record check by fingerprinting is required for employment by the West Virginia Department of Education. Failure to truthfully answer these application questions will result in denial of employment.**  **I you answer yes to any question below, SUBMIT a narrative with you application. The narrative should include dates, locations, school systems and all/any other information that explains the circumstances(s) in detail.** | | | | | |
| 1. Have you ever had adverse action taken against any application, certificate or license in any state? Adverse action includes but is not limited to the following: letter of warning, reprimand, denial, suspension, revocation, voluntary surrender or cancellation. | | | | | □ Yes □ No |
| 2. Have you ever been disciplined, reprimanded, suspended or discharged from any employment because of allegations of misconduct? | | | | | □ Yes □ No |
| 3. Have you ever resigned, entered into a settlement agreement or otherwise left employment as a result of alleged misconduct? | | | | | □ Yes □ No |
| 4. Is any action now pending against you for alleged misconduct in any school district, court or before any educator licensing agency? | | | | | □ Yes □ No |
| 5. Have you ever been arrested, charged with, convicted of, or are currently under indictment for a felony?\* | | | | | □ Yes □ No |
| 6. Have you ever been arrested, charged with or convicted of a misdemeanor? (For the purpose of this application, minor traffic violations should not be reported.) Charges or convictions for driving while intoxicated (DWI) or driving under the influence of alcohol or other drugs (DUI) must be reported.\* | | | | | □ Yes □ No |
| **\* For a YES response to items 5 & 6, the following must be included for all charges, including those that have been dismissed or expunged: 1) Judgment Order; OR 2) Final Order; OR 3) Magistrate Court Documentation: AND 4) all other relevant court documentation.**  **NOTE: An affirmative answer will not automatically disqualify you from being considered as a candidate for employment.** | | | | | |
| **SIGNATURE** | | | | | |
| The information provided in this application for employment is true, correct and complete.  I have completed this application with the knowledge and understanding that any or all items contained herein may be subject to investigation and I consent to the release of information concerning my capacity and fitness by employers, educational institutions, law enforcement agencies and other individuals and agencies. I understand that if I am employed, any misstatement or omission of fact on this application may result in my dismissal.  **Date: Applicant Signature:** | | | | | |
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DISCRIMINATION PROHIBITED

As required by Federal laws and regulations, the Summers County Board of Education does not discriminate on the basis of sex, race, color, religion, disability, age and national origin in employment and in the administration of any of its educational programs and activities. Inquiries may be directed to Dr. Linda Knott, Title IX and Section 504 Coordinator, Summers county Board of Education, 116 Main Street, Hinton WV 25951, phone 466-6006; to the State Elimination of Sex Discrimination Project Coordinator, phone 558-7864; or to the U.S. Department of Education’s Director of the Office for Civil Rights 1-800-421-3481.