

# APPLICATION FOR SERVICE PERSONNEL

## MONROE COUNTY SCHOOLS

P. O. BOX 330  
UNION, WV 24983  
(304) 772-3094

**Instructions:**

1. Complete and return application to personnel office.
2. Provide copy of high school diploma or transcript(s) or GED (required).
3. Provide transcripts of technical school or college hours you have earned (required).
4. Provide resume and letters of recommendations (optional).
5. Provide verification of holding classification title by passing competency testing or be willing to take competency test for desired position.
6. You will be contacted if an interview is needed.
7. Applications are kept in the active file one year from date received.

Date: \_\_\_\_\_

Personal Information	Name _____			
	Last	First	Middle	Maiden
	Present Address _____			Phone _____
	Permanent Address _____			Phone _____
	Social Security Number _____ - _____ - _____			
	Position Applying For _____			
	Are you a citizen of the United States? _____ Yes _____ No			
	Are you under contract to another school system? _____ Yes _____ No			
	***if answering yes to any of the following four questions, please enclose full documentation.***			
	Have you ever been convicted of a misdemeanor? _____ Yes _____ No			
Have you ever been convicted of a felony? _____ Yes _____ No				
Have you ever been suspended, or asked to take a leave of absence following allegations of misconduct? _____ Yes _____ No				
Have you ever been dismissed or asked to resign from any employment? _____ Yes _____ No				
Education	High Schools Attended:			
	Name	Address	Phone	
	_____			_____
	Name	Address	Phone	
	_____			_____
	Technical Schools Attended:			
	Name	Program	Dates	Yes / No
	_____			_____
	Name	Program	Dates	Completed
	_____			_____
Hours Earned _____				
Colleges Attended:				
Name	Degree	Dates		
_____			_____	
Name	Degree	Dates		
_____			_____	
Hours Earned _____ Associate's Degree GPA _____ Bachelor's Degree GPA _____				

West Virginia Code requires all service personnel to hold a classification title as per § 18A-4-8b.(b) by passing competency testing as per § 18A-4-8e prior to being employed into a position.

Do you hold one or more valid West Virginia classification titles? \_\_\_\_\_ Yes \_\_\_\_\_ No

Please list all WV classification titles held:

Classification Title as Defined by WV Code § 18A-4-8b.(b)	County in Which Class Was Earned	Date Earned	Years Experience in Class

Do you hold a valid Non-West Virginia classification title? \_\_\_\_\_ Yes \_\_\_\_\_ No

If Yes, in what state(s)? \_\_\_\_\_

Beginning with your current or last position, list in chronological order your work experience. Attach additional pages if necessary.

Position/Title	Address/Location	Dates	Supervisor Name	Phone

Please use references who know you in a professional relationship.

Name/Position or Title	Mailing Address	Phone

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: \_\_\_\_\_

**The Monroe County Board of Education is an equal opportunity employer and applicants for employment are considered solely on the basis of individual qualification and merit without regard to gender, race, color, religion, age, marital status, disability, or national origin.**