

Monroe County Schools



Service Application for
Employment

www.boe.monroe.k12.wv.us

P. O. Box 330
Union, WV 24983
304-772-3094 Fax: 304-772-5020

Position Which Applying For: _____

1. Name: _____
 First Middle Last

2. Address: _____
 Street or PO

 City State Zip

3. Telephone: _____ - _____ - _____

4. Social Security #: _____ - _____ - _____

5. Are you a citizen of the United States? _____

6. Are you under contract to another school system? _____

*If you answer yes to questions 7-11, please enclose full documentation.

7. Have you ever been convicted of a misdemeanor? _____

8. Have you ever been convicted of a felony?

9. Have you ever been suspended, or asked to take a leave of absence following allegations of misconduct? _____

10. Have you ever been dismissed or asked to resign from any employment? _____

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11. Educational Preparation

High Schools Attended	Address	Phone Number	Graduation Date
Technical Schools Attended	Program of Study	Dates	Completed?

Colleges Attended	Degree	GPA	Dates	Graduation Date

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

Classification Title as defined by WV Code 18A-4-8b.(b)	County in Which Class Was Earned	Date Earned	Year's Experience in Class

Do you hold a valid Non-West Virginia classification title? _____

If Yes, in what states? _____

Beginning with you current or last position, list in chronological order your work

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experience. Attach additional pages if necessary.

Position/Title	Address/Location	Dates	Supervisor Name	Phone

12. Please List Any Specialized Training Relevant to the Position:

13. List three professional and character references (other than relatives)

Name	Position	Address	Telephone

14. When are you available for employment? _____

Please make sure that a copy of the following documents are sent to Monroe County Schools:

- High School Diploma or Transcript(s) or GED
- Provide Transcripts of Technical School or College Hours You Have Earned

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* Applications are kept in the active file one year from date received.

16. Authenticity of Information Provided

I hereby Certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or any other document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery. I understand that my identity as an applicant may be subject to disclosure in response to a request made under the West Virginia Freedom of Information act finally, I understand that this application, when submitted, shall become the property of the Monroe County Board of Education.

Signature of Applicant

Date

17. Authorization and Release

I hereby authorize an request any person or other entity, including but not limited to, present and former employers, schools, law enforcement agencies, government officials, including all entities which have information relating to my employment history, evaluations, plans of improvement , documentation of disciplinary action, reasons for non-rehire, special training , and education to furnish a representative of the Board of Education of the County of Monroe with any and all information and copies of records in their possession regarding me.

By signing below, I hereby release and hold harmless the Board of Education of the County of Monroe in any person or entity responding to

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a request for

information pursuant to this authorization and release of their members, officers, employees, and agents from the claims arising out of or in any connection with their legitimate gathering or disclosure of information as authorized by this authorization and release. I agree that a copy of this document may be accepted with the same authority as an original.

Applicant's Name

Social Security Number

Applicant's Signature

Date

Monroe County schools is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, sex, and handicap in its activities, programs or employment practices as required by title VI, Title IX , and section 504.

For information regarding civil rights and grievance procedures, contact Melissa Purdue, title 9 coordinator \ section 504 coordinator, at the Monroe County Board of Education office, post office box 330, union, West Virginia, 24983, 304-772-3094, extension 314. In addition, information regarding services, activities, and facilities that are accessible to a usable by handicapped persons can be obtained at the same above address.

Monroe County schools offers equal opportunity to its employees an applicant for employment without regard to race, color, religion, national origin, disability, veteran status, sex, age (except where single or age is a bona fide occupational qualification).

This applies to recruiting, employment, transfer, and promotion in all positions.

Monroe County Schools will grant equal opportunities to all persons, regardless of age, race, sex, or national origin, and no discrimination based upon these factors will be made in the salary, promotion, demotion, transfer or termination of any employee.