

# Monroe County Schools



Service Application for  
Transfer

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

[www.boe.monroe.k12.wv.us](http://www.boe.monroe.k12.wv.us)

Position Which Applying For: \_\_\_\_\_

Current Position: \_\_\_\_\_

1. Name: \_\_\_\_\_  
                    First                    Middle                    Last

2. Address: \_\_\_\_\_  
  Street or PO

\_\_\_\_\_                      \_\_\_\_\_                      \_\_\_\_\_  
                    City                      State                      Zip

3. Telephone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

4. Classification Required (as listed on the job posting) \_\_\_\_\_

5. Special Criteria or Skills (as listed on the job posting) \_\_\_\_\_  
\_\_\_\_\_

6. Do you meet the standards above as listed on the job posting? \_\_\_\_\_

## STANDARDS OF THE POSTING

- (a) A county board shall make decisions affecting promotions and the filling of any service personnel positions of employment or jobs occurring throughout the school year that are to be performed by service personnel as provided in section eight (18A-4-8) of this article, on the basis of seniority, qualifications, and evaluation of past service.

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## County Seniority- 18-A-4-8g.

### (a) Seniority....

- (1) Begins on the date the employee enters upon regular employment duties.

Seniority Date -First work date of permanent employment \_\_\_\_\_

Qualifications means that the applicant holds a classification title in his or her category of employment. (18A-4-8b).(b)

Have you passed the state service personnel test for the required classifications? \_\_\_\_\_

Past Performance Evaluations- Exceeds, Meets, or Does not Meet Standards

Have you met or exceeded standards in all areas on your last evaluation?  
\_\_\_\_\_

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**The information provided in this application for transfer 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 transferred, any misstatement or omission of fact on this application may result in disciplinary action.

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Signature of Applicant

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.