

# WIRT COUNTY SCHOOLS

P.O. BOX 189 • ELIZABETH, WV 26143  
 (304) 275-4279 • FAX (304) 275-4581

## APPLICATION FOR EMPLOYMENT - PROFESSIONAL -

**INSTRUCTIONS:**

1. COMPLETE AND RETURN APPLICATION TO PERSONNEL OFFICE.
2. PROVIDE COPY OF COLLEGE TRANSCRIPT(S) (REQUIRED).
3. PROVIDE COPY OF TEACHING CERTIFICATE (REQUIRED).
4. PROVIDE ACADEMIC PROGMATIC SCORES (EX. PPST, CONTENT)
5. PROVIDE RESUME AND LETTERS OF RECOMMENDATIONS (OPTIONAL).
6. YOU WILL BE CONTACTED IF AN INTERVIEW IS NEEDED.

OFFICE USE ONLY	Regular _____ Substitute _____						
	DATE RECEIVED						
	DATE INTERVIEWED			INTERVIEWED BY			
	SALARY CLASSIFICATION			YRS. EXP. VERIFIED			
	COMMENTS						

PERSONAL	LAST NAME	FIRST	MIDDLE	MAIDEN	
	PRESENT ADDRESS			UNTIL (DATE)	PHONE ( ) ( )
	PERMANENT ADDRESS				PHONE ( ) ( )
	POSITION(S) APPLYING FOR ( ) TEACHING ( ) ADMINISTRATION ( ) SUPERVISORY ( ) OTHER			SOCIAL SECURITY NUMBER - -	
	HAVE YOU EVER APPLIED FOR EMPLOYMENT WITH US? ( ) YES ( ) NO YEAR(S):			OTHER NAME ON RECORDS	
	ARE YOU UNDER CONTRACT TO ANOTHER SCHOOL SYSTEM? ( ) YES ( ) NO RELEASE DATE:				
	WOULD YOU CONSIDER EMPLOYMENT AS A SUBSTITUTE? ( ) YES ( ) NO				
	HAVE YOU EVER BEEN DISMISSED OR ASKED TO RESIGN A TEACHING/ADMINISTRATIVE POSITION? ( ) YES ( ) NO IF YES, ENCLOSE FULL EXPLANATION				
	ARE YOU A CITIZEN OF THE UNITED STATES? ( ) YES ( ) NO				
	HAVE YOU EVER BEEN CONVICTED OF A FELONY OR MISDEMEANOR? ( ) YES ( ) NO IF YES, ENCLOSE FULL EXPLANATION				

CERTIFICATE	<b>WEST VIRGINIA CODE REQUIRES ALL TEACHERS TO HOLD A VALID CERTIFICATE AT THE GRADE LEVEL AND SUBJECT AREA FOR THE TEACHING ASSIGNMENT. IT IS THE RESPONSIBILITY OF THE APPLICANT TO OBTAIN CERTIFICATION.</b>			
	DO YOU HOLD A VALID WEST VIRGINIA TEACHING CERTIFICATE? ( ) YES ( ) NO YEAR:			
	DO YOU HOLD A VALID TEACHING CERTIFICATE IN ANOTHER STATE? ( ) YES ( ) NO IF YES, IDENTIFY STATE(S):			
	WHAT ARE YOUR TEACHING CERTIFICATIONS AND GRADE LEVELS?			
	WHAT IS YOUR CURRENT SALARY CLASSIFICATION: AB ___ AB+15 ___ MA ___ MA+15 ___ MA+30 ___ MA+45 ___ PhD ___			
	SUBMIT COPY OF TEACHING CERTIFICATE(S) WITH APPLICATION.			

POSITIONS DESIRED	IN ORDER OF PREFERENCE, LIST THE SUBJECT AREA AND GRADE LEVEL FOR POSITIONS DESIRED:	
	SUBJECT AREA	GRADE LEVEL
	_____	_____
	_____	_____

ACTIVITIES	LIST SPORTS, CLUBS, GROUPS OR ACTIVITIES YOU ARE WILLING TO COACH, SPONSOR, DIRECT.
	_____

REFERENCES	NAME/POSITION OR TITLE	MAILING ADDRESS	TELEPHONE
			(    )
			(    )
			(    )

PLEASE MARK WITH AN ASTERISK ANY REFERENCE LISTED TO WHOM YOU ARE RELATED!

E D U C A T I O N A L  T R A I N I N G	GPA (UNDERGRADUATE) _____ GPA (GRADUATE) _____						
	COLLEGE(S) ATTENDED	NAME AND ADDRESS OF INSTITUTION	MAJOR	MINOR	DATES ATTENDED	DEGREE	
	<b>SUBMIT COPIES OF COLLEGE TRANSCRIPTS WITH APPLICATION.</b>						
	STUDENT TEACHING	SCHOOL	ADDRESS	PHONE	YEAR	SUPERVISING TEACHER	GRADE LEVEL/ SUBJECT
	RELEVANT SPECIALIZED TRAINING						

A C H I E V E M E N T	LIST MEMBERSHIP AND OFFICES HELD IN PROFESSIONAL ORGANIZATIONS, SPECIAL AWARDS RECEIVED, AND INVOLVEMENT IN EDUCATIONAL AND RELATED PROJECTS.	
	COLLEGE	
	OTHER	

TEACHING EXPERIENCE	BEGINNING WITH YOUR CURRENT/LAST POSITION, LIST IN CHRONOLOGICAL ORDER ALL TEACHING POSITIONS HELD.		
	1	SCHOOL	TELEPHONE (    )
		ADDRESS	EMPLOYED (MONTH & YEAR) FROM                      TO
		PRINCIPAL OR SUPERVISOR	REASON FOR LEAVING
		DESCRIBE ASSIGNMENT (GRADE LEVEL(S), SUBJECTS TAUGHT, ETC.)	
	2	SCHOOL	TELEPHONE (    )
		ADDRESS	EMPLOYED (MONTH & YEAR) FROM                      TO
		PRINCIPAL OR SUPERVISOR	REASON FOR LEAVING
		DESCRIBE ASSIGNMENT (GRADE LEVEL(S), SUBJECTS TAUGHT, ETC.)	
	3	SCHOOL	TELEPHONE (    )
		ADDRESS	EMPLOYED (MONTH & YEAR) FROM                      TO
		PRINCIPAL OR SUPERVISOR	REASON FOR LEAVING
		DESCRIBE ASSIGNMENT (GRADE LEVEL(S), SUBJECTS TAUGHT, ETC.)	
WE MAY CONTACT EMPLOYERS UNLESS YOU INDICATE THOSE YOU DO WANT US TO CONTACT.		DO NOT CONTACT EMPLOYER NUMBER(S) _____ REASON:	TOTAL NUMBER OF YEARS OF TEACHING EXPERIENCE. _____

OTHER EMPLOYMENT	BEGINNING WITH YOUR CURRENT/LAST POSITION, LIST OTHER FULL-TIME POSITIONS IN CHRONOLOGICAL ORDER AND INCLUDE MILITARY SERVICE.			
	1	COMPANY NAME	SUPERVISOR'S NAME	TELEPHONE (    )
		ADDRESS		EMPLOYED (MONTH & YEAR) FROM                      TO
		IDENTIFY JOB TITLE AND DESCRIBE WORK		REASON FOR LEAVING
	2	COMPANY NAME	SUPERVISOR'S NAME	TELEPHONE (    )
		ADDRESS		EMPLOYED (MONTH & YEAR) FROM                      TO
		IDENTIFY JOB TITLE AND DESCRIBE WORK		REASON FOR LEAVING
	3	COMPANY NAME	SUPERVISOR'S NAME	TELEPHONE (    )
		ADDRESS		EMPLOYED (MONTH & YEAR) FROM                      TO
		IDENTIFY JOB TITLE AND DESCRIBE WORK		REASON FOR LEAVING
	WE MAY CONTACT EMPLOYERS UNLESS YOU INDICATE THOSE YOU DO WANT US TO CONTACT.		DO NOT CONTACT EMPLOYER NUMBER(S) _____ REASON:	

IN YOUR HANDWRITING, RESPOND TO EACH QUESTION. IF MORE SPACE IS NEEDED, USE ADDITIONAL PAPER AND ENCLOSE WITH APPLICATION.

DO YOU BELIEVE ALL CHILDREN CAN LEARN? WHY OR WHY NOT?

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IN WHAT WAYS SHOULD A TEACHER BE A ROLE MODEL FOR CHILDREN?

EMPLOYMENT IN WIRT COUNTY PUBLIC SCHOOLS REQUIRES

- 1) TUBERCULOSIS TINE (SKIN) TEST OR X-RAY
- 2) CRIMINAL IDENTIFICATION BUREAU CHECK (CIB CLEAR.)

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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

SIGNATURE

## WIRT COUNTY PUBLIC SCHOOLS

THE WIRT COUNTY BOARD OF EDUCATION IS AN EQUAL OPPORTUNITY EMPLOYER AND APPLICANTS FOR EMPLOYMENT ARE CONSIDERED SOLELY ON THE BASIS OF INDIVIDUAL QUALIFICATIONS AND MERIT WITHOUT REGARD TO SEX, RACE, COLOR, RELIGION, DISABILITY OR NATIONAL ORIGIN.

## WIRT COUNTY SCHOOLS PROFESSIONAL POSITIONS INFORMATION

The following information must be provided as part of the application process for applying for Professional Positions in Wirt County Schools.

- New personnel must include a Professional Application with this information.
- Current employees of Wirt County Schools must include a professional bid application with this information.

Please provide complete information for the following items. Items marked with **\*\* do not need to be addressed by current Wirt County employees.**

**\*\***Appropriate certification, licensure or both.

**\*\***Amount of experience relevant to the position.

The amount of course work, degree level or both in the relevant field and degree level generally.

Academic Achievement: GPA for completed BA, MA, or PhD degrees.

**\*\***Certification by the National Board for Professional Teaching Standards.

Specialized training relevant to the performance of the duties for the job.

**\*\***Past evaluations of the applicant's performance in the teaching profession. (Provide most current 3 years).

**\*\***Seniority