



Wyoming County Schools

19 Park Street, PO Box 69, Pineville, WV 24874

Telephone (304)732-6262 Fax (304)732-7226 Website: <http://boe.wyom.k12.wv.us>

Inspiring Our Students to Learn, Dream, and Achieve!

APPLICATION FOR EMPLOYMENT

(Office Use Only)

INSTRUCTIONS:

- Complete and return this application (REQUIRED).
- Provide copy of unofficial transcripts/Degree (REQUIRED).
- Provide copy of unofficial Teaching Certificate (IF REQUIRED).
- Provide resume and letters of recommendation (OPTIONAL).
- Please print or type all sections (REQUIRED).

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

PERSONAL	Last Name: _____				First: _____				Middle: _____				Maiden: _____			
	Present Address: _____								Home Phone: _____				Other: _____			
	City: _____				State: _____				Zip Code: _____				Email Address: _____			
	Title of Position Applying For: _____															
	Type of Position Applying For: <input type="checkbox"/> Professional <input type="checkbox"/> Service Position															
	Have you ever been employed with the any Board of Education? <input type="checkbox"/> Yes <input type="checkbox"/> No												Other name(s) on records: _____			
	If yes, explain. When? _____ Where? _____															
	Are you under contract to another agency or employer? <input type="checkbox"/> Yes <input type="checkbox"/> No															
If yes, please explain. _____																
Have you ever been dismissed or asked to resign from any employment? <input type="checkbox"/> Yes <input type="checkbox"/> No																
If yes, enclose full explanation. _____																
Are you legally authorized to work in the United States without sponsorship? <input type="checkbox"/> Yes <input type="checkbox"/> No																

EDUCATION	What is your highest level of education attained?																			
	<input type="checkbox"/> High School Diploma				<input type="checkbox"/> GED				<input type="checkbox"/> Associate Degree				<input type="checkbox"/> Bachelor's Degree (AB/BA/BS)				<input type="checkbox"/> Bachelor's+15 add. sem. hrs.*			
	<input type="checkbox"/> Master's Degree (MA/MS)				<input type="checkbox"/> Master's+15 additional semester hrs.*				<input type="checkbox"/> Master's+30 add. sem. hrs.*				<input type="checkbox"/> Master's+45 add. sem. hrs.*							
	<input type="checkbox"/> Certified Public Accountant				<input type="checkbox"/> Doctor of Education (Ed. D)				<input type="checkbox"/> Doctor of Philosophy (Ph. D)				<input type="checkbox"/> Doctorate (Other): _____							
	*+15,+30,+45 denotes additional semester credit hours above the degree obtained.																			
	Do you hold a valid West Virginia Teaching Certificate or any other license or certification? <input type="checkbox"/> Yes <input type="checkbox"/> No												Year and Type: _____							
	Do you hold a valid Teaching Certificate or any other license or certification in another state? <input type="checkbox"/> Yes <input type="checkbox"/> No																			
If yes, identify state(s), Years and Type: _____																				
Has your teaching license ever been denied, suspended, or revoked following allegations of misconduct? <input type="checkbox"/> Yes <input type="checkbox"/> No																				
If yes, enclose full explanation and documentation. _____																				
High School(s) Attended	Institution, Name and Location												Diploma							
													<input type="checkbox"/> Yes - <input type="checkbox"/> No							
													<input type="checkbox"/> Yes - <input type="checkbox"/> No							
	College(s) Attended (<i>attach additional pages if needed</i>)	Institution, Name and Location						Major			Minor			Degree						

Relevant Specialized Training	

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

REFERENCES	Name/Position or Title	Mailing Address	Phone

A criminal record check by fingerprinting is required for employment by the West Virginia Department of Education. Failure to truthfully answer these application questions and fully disclose any modifications to the information provided throughout the hiring process will result in denial of employment.		
If you answer yes to any question below, SUBMIT a narrative with your application. The narrative should include dates, locations, school systems, and all/any other information that explains the circumstance(s) in detail.		
BACKGROUND CHECK	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.	<input type="checkbox"/> Yes <input type="checkbox"/> No
	2. Have you ever been disciplined, reprimanded, suspended, or discharged from any employment following allegations of misconduct?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	3. Have you ever resigned, entered into a settlement agreement, or otherwise left employment following allegations alleged misconduct?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	4. Is any action now pending against you for alleged misconduct in any school district, court, or before any educator licensing agency?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	5. Have you ever been the subject of a formal inquiry, review or investigation of alleged misconduct while employed in an educational or school-related position? Have you resigned an education-based position when you had reason to believe an investigation for misconduct was underway or imminent?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	6. Have you ever been arrested, charged with, convicted of, or are currently under indictment for a felony?*	<input type="checkbox"/> Yes <input type="checkbox"/> No
	7. 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 regardless of disposition.*	<input type="checkbox"/> Yes <input type="checkbox"/> 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, omission of fact, or failure to update information on this application may result in my dismissal.
	By affixing the date, my name/signature, and the last four digits of my social security number I agree this is a legally binding signature.
Date: _____ Applicant Name/Signature: _____ Four Digit Soc. Sec. _____	

EQUAL OPPORTUNITY EMPLOYMENT

DISCRIMINATION PROHIBITED: The Board of Education of the County of Wyoming does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies: Terry Thorn, Wyoming County Title IX Coordinator, 19 Park Street, PO Box 69, Pineville, WV 24874, Phone (304) 732-6262 ext. 1219.