



GILMER COUNTY SCHOOLS
 809 Medical Drive, Suite 1
 Glenville, West Virginia 26351
 Phone: 304-462-7386
 Fax: 304-462-5103

(OFFICE USE ONLY)
 Date Received: _____

APPLICATION FOR EMPLOYMENT

Please print or type all sections.

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

If you are applying for a specific, posted position, the applicable bid sheet must also be submitted.

PERSONAL			
Last Name:	First:	Middle:	Maiden:
Present Address:		Home Phone:	Other:
City:	State:	Zip Code:	Social Security Number:
Title of Position Applying For:			
Type of Position Applying For: <input type="checkbox"/> Professional <input type="checkbox"/> Service <input type="checkbox"/> Substitute <input type="checkbox"/> Volunteer			
Have you ever been employed with the Gilmer County Board of Education: <input type="checkbox"/> Yes <input type="checkbox"/> No		Other name(s) on record:	
If yes, explain. Where?		When?	
Have you ever been employed in another West Virginia school system? If yes, when and where?			
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.			
Do you have any physical limitations that would affect your ability to perform the functions of the job(s) for which you have applied? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please identify the limitations.			
Are you a citizen of the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If no, do you possess lawful authorization to work in the United States? <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 addl. semester hrs. <input type="checkbox"/> Master's Degree (MA/MS) <input type="checkbox"/> Master's+15 additional semester hrs. <input type="checkbox"/> Master's+30 additional semester hrs. <input type="checkbox"/> Doctorate			
List all institutions attended and degrees received. *Teaching Applicants must attach official transcripts from all colleges/universities attended.			
(Professional Applicants Only) What is your WV certification/licensure? Please attach certificates.			
License Type	Endorsement Area(s)	Grade Level(s)	
<input type="checkbox"/> Permit	_____	_____	
<input type="checkbox"/> Authorization	_____	_____	
<input type="checkbox"/> Certificate	_____	_____	
Do you hold a valid Teaching Certificate or any other license or certification in another state? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Years, Type, Expiration:			
Total amount of teaching experience _____ Year(s)		Check if none <input type="checkbox"/>	
If previously employed in a WV school system, what are the overall results of your previous two evaluations?			
<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory		Name of County:	
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.			

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

BACKGROUND CHECK

A criminal record check by fingerprinting is required for employment by the West Virginia Department of Education. Failure to truthfully answer these application questions will result in denial of employment. I you answer yes to any question below, SUBMIT a narrative with you application. The narrative should include dates, locations, school systems and all/any other information that explains the circumstances(s) in detail.

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 because of 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 as a result of 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 arrested, charged with, convicted of, or are currently under indictment for a felony?*	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. 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.*	<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 or omission of fact on this application may result in my dismissal.

Date: _____ **Applicant Signature:** _____

As required by federal law and regulations, the Gilmer County Board of Education does not discriminate on the basis of sex, race, marital status, disability, age and national origin in employment and in the administration of any of its education programs or activities. Inquiries may be referred to Title IX Coordinator, Gilmer County Board of Education, 809 Medical Drive, Suite 1, Glenville, WV 26351, phone 304-462-7386; to the Elimination of Sex Discrimination Program Coordinator 304-558-7864; or the US Department of Education’s Director of the Office of Civil Rights 215-596-6795.