

Monroe County Schools

P. O. Box 330/Willow Bend Road Union, WV 24983
Phone: 304-772-3094/Fax: 304-772-5020

Application for Professional Employment

1. Name _____
First Middle Last

Present Address: _____ Telephone: _____
_____ Social Security # _____

Permanent Address (if different) _____
Telephone _____

2. Professional/Teaching Certificates Held (Include Specializations and Grade Levels):

3. Educational Preparation:

List college/university attended, degree and date of graduation:

College/University	Degree Earned	Graduation Date	GPA

4. Please list any relevant specialized training:

5. Student Teaching Experience:

School	Address	Subject	Supervising Teacher

6. Do you plan to pursue advanced studies? _____ If so, please explain:

7. Teaching/Professional Experience (Please list in Chronological Order)

School	District Address/Telephone	Position/Grade/ Subject	Dates	
			From	To

Note: Please make sure that a copy of your transcript and all teaching certificates are sent to Monroe County Schools. Transcripts should be kept on file for future employment transfers as well.

8. Were evaluations at your previous employment satisfactory? (These may need to be produced upon the request for an interview) Explain:

9. Have you ever been convicted of a misdemeanor, felony or had your teaching certificate revoked in another state? If so, explain.

10. Professional and Character References (Other than relatives)

Name	Position	Address	Telephone

11. When are you available for employment? _____

12. Would you be available for an interview? _____

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

Authenticity of Information Provided

14. 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 mis-statement of material fact on this application or on 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

Authorization and Release

15. I hereby authorize and request any person or other entity, including, but not limited to, present and former employers, schools, law enforcement agencies, government agencies, 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 and any person or entity responding to a request for information pursuant to this Authorization and Release and their members, officers, employees and agents from 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 ____/____/____

Witness 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 or grievance procedures, contact Ronald V. Whetzel, Title IX Coordinator/Section 504 Coordinator, at the Monroe County Board of Education Office, Post Office Box 330, Union, West Virginia, 24983 (1-304-772-3094). In addition, information regarding services, activities and facilities that are accessible to and usable by handicapped persons can be obtained at the same above address.

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

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