

**SERVICE PERSONNEL
APPLICATION FOR TRANSFER**

**MONROE COUNTY SCHOOLS
P. O. BOX 330
UNION, WV 24983**

Name _____ Phone _____

Current Position _____ Location _____

Position Applying For _____ Location _____

Employee Address _____

Classification Required (as listed on the job posting) _____

Special Criteria or Skills (as listed on the job posting) _____

Do you meet the standards above as listed in the job posting? Yes No

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.

County Seniority - § 18A-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 classification(s) Yes No

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

Have you met or exceeded standards in all areas in your last evaluation? Yes No

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.

Date: _____ Applicant Signature: _____