

**REQUEST FORM
(Employment Vacancies)
Administrative Position**

MARSHALL COUNTY SCHOOLS

Name: _____

Address: _____

Phone: _____

Present Position: _____

I hereby request that I be considered for the recently posted position of _____, posting # _____, at _____.

If bidding on more than one position, please fill out a bid sheet for each position and indicate the order of preference for the job posting listed above. _____

A SEPARATE BID SHEET MUST BE PLACED FOR EACH POSITION!!!

Signature

Date

Request period ends _____

DISCRIMINATION PROHIBITED:

As required by Federal laws and regulations, the Marshall County Board of Education does not discriminate on the basis of sex, race, color, religion, disability, age and national origin in employment and in the administration of any of its education programs and activities. **INQUIRIES MAY BE DIRECTED TO:** Robyn Fitzsimmons, Marshall County Board of Education, PO Box 578, Moundsville, WV 26041, 304-843-4400; **to** Rick Redd or Dr. Susan E. Jones, Section 504 Coordinators, Marshall County Board of Education, PO Box 578 - 2700 Fourth Street, Moundsville, WV 26041, 304-843-4400; **to** the State Elimination of Sex Discrimination Project Coordinator, 558-7864; **to** the State Section 504 Coordinator, 558-2696, West Virginia Department of Education, Charleston, WV 25305; **or to** the U.S. Department of Education's Director of the Office for Civil Rights, 215-596-6795

APPLICANTS MUST PROVIDE THE INFORMATION REQUESTED ON THIS FORM FOR IT TO BE TAKEN INTO CONSIDERATION DURING THE DECISION PROCESS

NAME: _____

List Appropriate WV Certification and/or Licensure	Amount of Experience Relevant to the Position	Amount of Course Work and/or Degree Level in Relevant Field and Degree Level Generally	Academic Achievement G.P.A.	Relevant Specialized Training	Past Performance Evaluations	Other Measures or Indicators Upon Which Qualifications of Applicant may Fairly be Judged