

**REQUEST FORM**  
**(Employment Vacancies)**  
**Full-Time Professional (employed by Marshall County Schools)**

**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	Total Amount of Teaching Experience	Amount of Teaching Experience in Required Certification Area	Degree Level in Required Certification Area (If Master's, List Area of Specialization)	Specialized Training Directly Related to the Performance of the Job as Stated in the Job Description	Receiving an Overall "Satisfactory" on Evaluations over the Past Two Years	Seniority

**Applicants: Permanently Employed Instructional Employee**