

**Position Applied For:**

- K-4
- 5-8
- 9-12
- Special Education
- Counselor
- Administrative
- Vocational
- Substitute

**\*Application for Professional Personnel  
MARSHALL COUNTY SCHOOLS  
2700 Fourth Street  
Moundsville, WV 26041  
Telephone: 304-843-4400  
Fax: 304-843-4409**

Social Security Number \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_ E-Mail \_\_\_\_\_

Present Address \_\_\_\_\_ Phone \_\_\_\_\_

Permanent Address \_\_\_\_\_ Phone \_\_\_\_\_

**PERSONAL DATA**

Are you 18 or older? \_\_\_\_\_ Are you a Citizen of the United States? \_\_\_\_\_

Are you able to perform the essential functions of the position for which you are applying? \_\_\_\_\_

Have you ever been dismissed or asked to resign from a job? \_\_\_\_\_

If yes, attach full explanation.

Are you under contract to any school system or company? \_\_\_\_\_

If so, when can you be released? \_\_\_\_\_

When can you report for an interview? \_\_\_\_\_ When can you begin work? \_\_\_\_\_

Do you have any criminal convictions relating to child abuse, sex-related offenses, or possession of controlled substances with intent to deliver same? \*\*Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, name state, dates and explain \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**\* AN OFFICIAL PROFESSIONAL PERSONNEL POSITION BID FORM MUST BE COMPLETED IN ORDER TO BE CONSIDERED FOR EMPLOYMENT IN A SPECIFIC POSITION.**

**\*\* (A conviction record will not necessarily be a bar to employment).**

# CERTIFICATION

Do you hold or qualify for a West Virginia Teaching Certificate? \_\_\_\_\_

List areas and grade levels of certification listed on your certificate

Elementary \_\_\_\_\_ Secondary \_\_\_\_\_

Major Fields \_\_\_\_\_ Minor Fields \_\_\_\_\_

Date Certificate Issued \_\_\_\_\_ Expires \_\_\_\_\_

Reasons why you would like to work for Marshall County Schools. (Write a brief statement).

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# PRESENT POSITION

Job Title \_\_\_\_\_

Job Description (Grades and/or subject, if teaching) \_\_\_\_\_

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School or Company \_\_\_\_\_  
(Name) (Location)

Present Salary \_\_\_\_\_ Reason(s) you desire to leave this position \_\_\_\_\_

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# EDUCATION

	Name of School	Location	Dates Inclusive	Degree & Date Received	Major	Minor
High School						
College or University						
Graduate or Special Work					Hours	

## TEACHING EXPERIENCE

List most recent experience first.  
Inexperienced teachers give student teaching

Dates From      To	Location	Name & Address of Company	No. of Years	Subject (grades) taught or position	Reason for Leaving

## OTHER WORK EXPERIENCE

List most recent experience first

Dates From      To	Location	Name & Address of Company	No. of Years	Job or Position	Reasons for Leaving

## REFERENCES

Give at least three references who can give first-hand knowledge of your scholarship and teaching ability, personality, and character. Experienced teachers should include superintendents and principals under whom you have taught.

Name	Address	Telephone	Official Position

**PLEASE ATTACH A COPY OF: (1) THE RESULTS OF YOUR PRAXIS TESTS OR WV CONTENT SPECIALIZATION TEST(S); (2) WV TEACHING CERTIFICATE; (3) TRANSCRIPTS; (4) LETTERS OF REFERENCE.**

# PROFESSIONAL INFORMATION

Special Qualifications: \_\_\_\_\_

\_\_\_\_\_

What specialized training (workshops, seminars, etc.) have you completed? \_\_\_\_\_

\_\_\_\_\_

What student activities are you prepared and willing to direct or coach? 1) \_\_\_\_\_

2) \_\_\_\_\_ 3) \_\_\_\_\_ 4) \_\_\_\_\_

I affirm that my statements and answers on this application are correct to the best of my knowledge.

Signature \_\_\_\_\_

## **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, Title IX Coordinator, 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

Application will be kept on file for one year after which it will be discarded unless you request that it be kept on file for an additional year or returned to you.