

Position Applied For:

- Bus Operator**
- Cook**
- Custodian**
- Maintenance**
- Mechanic**
- Secretary**
- Teacher Aide**

***Application for Service 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? _____

Are you a high school graduate, or hold a GED? _____

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 SERVICE 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).**

If applying for a school bus operator position, please complete the following information:

Number of years experienced driving _____ Car _____ Truck _____ Bus

Do you have a "CDL" license? _____

If yes, for what endorsements? _____

Has your operator's license ever been revoked? _____

Have you been involved in a traffic accident in the last three years? _____

Have you ever been convicted of Driving Under the Influence? _____

(All applicants' traffic violations and accidents will be checked through the State Police Headquarters in Charleston)

REFERENCES

Give at least three references who can give first-hand knowledge of your job attendance, working ability, personality, and character.

Name	Address	Telephone	Official Position

PLEASE ATTACH A COPY OF: (1) HIGH SCHOOL DIPLOMA AND/OR GED; (2) THREE (3) LETTERS OF PERSONAL REFERENCE.

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.

This application conforms to the West Virginia Human Rights Acts, West Virginia Code Section 5-11-9.

Notice to all Applicants

According to West Virginia Code 18A-4-8b, any job openings for school service personnel shall be filled based upon seniority, qualifications, and evaluation of past service in the following order.

1. Regularly employed service personnel
2. Service personnel whose employment has been discontinued because of a previous reduction in work force
3. Substitute service personnel
4. New service personnel

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

Signature _____