

Position Applied For:

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

*** Application for Professional Personnel**
WETZEL COUNTY SCHOOLS

333 Foundry Street
New Martinsville, WV 26155
Telephone: 304-455-2441 (Extension 31)
Fax No: 304-455-3446

Social Security Number _____ Date _____

Name _____

Present Address _____ Phone _____
Street City State Zip

Permanent Address _____ Phone _____
Street City State Zip

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 _____

**** (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 _____

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

Reasons why you would like to teach in Wetzel County (Write a brief statement, in long hand.)

PRESENT POSITION

Job Title _____

Job Description (Grades and or subject, if teaching) _____

School or Company _____

(Name) (Location)

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

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 and Address of Company	No. of Years	Subject (grades) Taught or position	Reason for Leaving

OTHER WORK EXPERIENCE

Dates		Name of Employer	Location	Type of Work	Reason for Leaving
From	To				

REFERENCES

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

NAME	ADDRESS	WORK 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) TRANSCRIPT(S); (4) LETTERS OF REFERENCE; AND (5) TUBERCULOSIS TEST RESULTS FROM WITHIN PREVIOUS TWO YEARS.

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) _____

List names of professional organizations to which you belong and-or expect to join. _____

List hobbies or special abilities relating to teaching profession. _____

Honors Received (high school, college, otherwise). _____

College Activities (include participation in organizations). _____

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

Signature _____

**THE WETZEL COUNTY BOARD OF EDUCATION CORDIALLY INVITES YOU TO APPLY
FOR A TEACHING POSITION**

Living and teaching in WetzelCounty is a rewarding experience. Citizens of the county give sincere interest and support to their public schools. In addition, a changing school system gives teachers the opportunity to participate in curriculum planning and innovative experiments.

Unless you request otherwise, your application will be kept in the active file for two years. At the end of this period, your application will be discarded unless you request that they be returned to you, or that they be kept in the active file for an additional year.

All school personnel shall have a chest x-ray or approved tuberculosis test every two years and the results must be on file in the County Office.

DISCRIMINATION PROHIBITED: As required by federal laws & regulations, the Wetzel County Board of Education does not discriminate on the basis of sex, race, color, religion, handicapping conditions, or national origin in employment or in its educational program and activities.