

Position Applied For:

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

***Application for Service 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? _____

Are you a high school graduate? _____

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).**

Job Title _____

Job Description (Major duties or responsibilities) _____

School or Company _____

(Name) (Location)

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

	Name of School	Location	Dates Inclusive	Diploma or Degree Received (Yes/No)
High School _____				
Business or Trade School _____				
Other _____				

[illegible]

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Has your operator's license ever been revoked?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

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.

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.

According to state law, all persons employed by the Board of Education shall have a chest x-ray or approved tuberculosis test every two years, and the results must be on file in the County Office.

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 _____