

**Cedar Lakes Conference Center**

HC 88 Box 21  
 Ripley, West Virginia 25271  
 (304) 372-7860 Fax: (304) 372-7881

**APPLICATION FOR EMPLOYMENT**

**INSTRUCTIONS:**

1. Complete and return application to Director of Operational Services
2. Provide resume and letters of recommendation
3. You will be contacted if an interview is needed.

**OFFICE USE ONLY**

Date Received:	
Date Interviewed	Interviewed By
Salary Classification:	Yrs. Exp. Verified:
Comments	

**PERSONAL**

Last Name:	First:	Middle:	Maiden:
Present Address:	Home Phone:	Other:	
City:	State:	Zip Code:	Social Security Number:
Title of Position Applying For:			
Type of Position Applying For:	Professional	Associate	Service Position
	Summer Only	Temporary/Part-Time	
Have you ever been employed with the West Virginia Department of Education? Yes No			Other name(s) on records:
If yes, please explain.			
Are you under contract to another agency or employer? Yes No			
If yes, please explain.			
Have you ever been dismissed or asked to resign from any employment? Yes No			
If yes, enclose full explanation.			
Are you a citizen of the United States? Yes No			
Have you ever been convicted of a felony or a misdemeanor? Yes No			
If yes, enclose full explanation and copies of court documentation.			
What is your current level of Education?			
High School Diploma GED AB AB+15 MA MA+15 MA+30 MA +45 PhD			
Has your license ever been denied, suspended, or revoked following allegations of misconduct? Yes No			
If yes, enclose full explanation and documentation.			

**EDUCATIONAL TRAINING**

High School(s) Attended	Name and Address of Institution:	Dates	Diploma		
			Yes	No	
College(s) Attended (attach additional pages if needed)	Name and Address of Institution:	Major	Minor	Dates	Degree
Relevant Specialized Training					

**REFERENCES**

Name/Position or Title	Mailing Address	Phone

Work Experience				
Beginning with your current/last position, list in chronological order your work experience. (Attach additional pages if needed)				
Position/Title	Address/Location	Dates	Supervisor Name	Phone

WORK EXPERIENCE

**EMPLOYMENT RELATIONSHIP**

Cedar Lakes' staff are employed by the WV Department of Education. All Department of Education staff are employed upon recommendation of the state superintendent of schools and are state employees. No representative or employee of the state is authorized to enter into any employment contract or other agreement. Department staff work under the direction of the state superintendent of schools for the general supervision of the free schools in the state and implementing the policies of the board and other necessary tasks as determined by the state superintendent or his/her designee. Each employee is "at-will" and subject to termination by the state superintendent at any time, with or without notice, cause or compensation.

The employment relationship between the state superintendent and the employee may be terminated by either party. Reasons for termination by the state superintendent include, but are not limited to, immorality, incompetency, cruelty, insubordination, intemperance, willful neglect of duty, unsatisfactory performance, the conviction of a felony or a guilty plea or a plea of no contest to a felony charge, misuse of funds or property, violations of law or policies of the state board, lack of need or a lack or loss of funding.

The information provided in this application for employment is true, correct, and complete.

I have completed this application with the knowledge and understanding that any or all items contained herein may be subject to investigation, and I consent to the release of information concerning my capacity and fitness by employers, educational institutions, law enforcement agencies and other individuals and agencies. I understand that if I am employed, any misstatement or omission of fact on this application may result in my dismissal.

Date: \_\_\_\_\_ Applicant Name: \_\_\_\_\_

**West Virginia Department of Education**

The West Virginia Department of Education is an equal opportunity employer and applicants for employment are considered solely on the basis of individual qualification and merit without regard to gender, race, color, religion, disability, or national origin.

