**APPLICATION FORM**

***2016 West Virginia School Service Personnel Employee of the Year***

**(This form must be completed by Nominee. All information must be typed.)**

|  |  |
| --- | --- |
| County: |       |
| Work Site Name: |       |

|  |  |  |
| --- | --- | --- |
|       |  |       |
| Nominee’s Name | Job Title |
|       |       |
| Home Phone Number | Email Address |
| Home Address:  |       |
| *Street/P.O. Box City State Zip* |

|  |  |  |
| --- | --- | --- |
|       |  |       |
| Name of Principal/Supervisor | Principal/Supervisor’s Email Address |
|       |       |
| Work Site Phone Number | Work Site Fax Number |

|  |  |
| --- | --- |
| Work Site Address:  |       |
| *Street/P.O. Box City State Zip* |

|  |  |  |
| --- | --- | --- |
|       |  |       |
| Name of Superintendent | Superintendent’s Email Address |

|  |
| --- |
| **Brief description of current job responsibilities:** |
|       |
|       |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Total years employed by county |       |  | Number of years at present work site |       |

Respond to the following two (2) sections. **Responses must be typed utilizing a font not smaller than 11 point**. Begin each section on a new page. At the top of the page, specify the section number.

**SECTION I:** Attach a list of continuing education or training courses in which you have

 participated within the five-year period preceding the filing of this application. Indicate by whom the training was provided and/or if any certifications were earned. Be sure to list any situations in which you provided training to others. (Limit your response to one double-spaced page.)

**SECTION II:** List any community service activities, membership of organizations or committees (e.g., local school improvement council), or any awards, recommendations or recognitions you have received from a school, district, organization or community within the five-year period preceding the filing of this application. (Limit your response to one double-spaced page.)