

	Training	
	What languages do you speak and write fluently?	

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

REFERENCES	Name/Position or Title	Mailing Address	Phone

A criminal record check by fingerprinting is required for employment by the West Virginia Department of Education. Failure to truthfully answer these application questions and fully disclose any modifications to the information provided throughout the hiring process will result in denial of employment.		
If you answer yes to any question below, SUBMIT a narrative with your application. The narrative should include dates, locations, school systems, and all/any other information that explains the circumstance(s) in detail.		
BACKGROUND CHECK	1. Have you ever had adverse action taken against any application, certificate, or license in any state? Adverse action includes but is not limited to the following: letter of warning, reprimand, denial, suspension, revocation, voluntary surrender or cancellation.	<input type="checkbox"/> Yes <input type="checkbox"/> No
	2. Have you ever been disciplined, reprimanded, suspended, or discharged from any employment following allegations of misconduct?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	3. Have you ever resigned, entered into a settlement agreement, or otherwise left employment following allegations alleged misconduct?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	4. Is any action now pending against you for alleged misconduct in any school district, court, or before any educator licensing agency?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	5. Have you ever been the subject of a formal inquiry, review or investigation of alleged misconduct while employed in an educational or school-related position? Have you resigned an education-based position when you had reason to believe an investigation for misconduct was underway or imminent?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	6. Have you ever been arrested, charged with, convicted of, or are currently under indictment for a felony?*	<input type="checkbox"/> Yes <input type="checkbox"/> No
	7. Have you ever been arrested, charged with or convicted of a misdemeanor? (For the purpose of this application, minor traffic violations should not be reported.) Charges or convictions for driving while intoxicated (DWI) or driving under the influence of alcohol or other drugs (DUI) must be reported regardless of disposition.*	<input type="checkbox"/> Yes <input type="checkbox"/> No
* For a YES response to items 5 & 6, the following must be included for all charges, including those that have been dismissed or expunged: 1) Judgment Order; OR 2) Final Order; OR 3) Magistrate Court Documentation; AND 4) all other relevant court documentation.		
NOTE: An affirmative answer will not automatically disqualify you from being considered as a candidate for employment.		

SIGNATURE	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, omission of fact, or failure to update information on this application may result in my dismissal.		
	By affixing the date, my name/signature, and the last four digits of my social security number I agree this is a legally binding signature.		
	Date: _____	Applicant Name/Signature: _____	Four Digit Soc. Sec. _____

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 the employment relationship between the state superintendent and the employee may be terminated by either party at any time, with or without notice, cause or compensation.

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 age, gender, race, color, religion, disability, or national origin.