



Documentation of Training and Experience: Include an unofficial copy of your transcripts with each application. Proof of major fields of study, specific course work, license(s), vocational, or other required training may be required. Please read the job posting for details. Copies of documents will be accepted providing all information is clearly shown. Upon receiving a job offer, official transcripts will be requested. All employment listed on the Application is subject to verification. Be sure to include all relevant experience (including military experience) in the Employment History section. All employment dates **MUST** be complete and accurate.

Equal Employment Opportunity: The WV Department of Education (WVDE) assures all applicants of equal opportunity when applying for employment. No applicant will be discriminated against based on race, sex, age, religion, national origin, political affiliation, disability, or any other non-job related factors. Furthermore, it is a violation of state law for any person to use any official authority or influence to attempt to secure for any person an advantage in appointment to a position in the classified service. We provide all reasonable accommodations for persons with disabilities. Call our office, Office of Human Resources, 304-558-2702, for assistance and information.

Duty to Inform: It is the applicant's duty to truthfully answer these application questions and update the WVDE should any information submitted change at any stage of the hiring process. Failure to do so may result in denial of employment.

Be Sure to Sign Your Application: Unsigned Applications are returned. Each application submitted must contain a current date, name/signature, and the last four digits of your social security number to be a valid signature. If you have any questions about completing the form please contact the WVDE Office of Human Resources at 304-558-2702.

Check your application form to make sure all sections are complete before submission.