

**WEST VIRGINIA DEPARTMENT OF EDUCATION  
Institutional Education Programs**



**APPLICATION FOR EMPLOYMENT  
(OFFICE USE ONLY – DO NOT COMPLETE)**

<b>Date Received:</b> _____	<b>File Completed:</b> _____	<b>Code:</b> _____
<b>Date Fingerprinted:</b> _____	<b>Interview Date:</b> _____	
<b>Date Results Received:</b> _____	<b>Rating:</b> _____	

PLEASE COMPLETE ALL SECTIONS BELOW - FRONT AND BACK  
PLEASE PRINT

*It is the responsibility of the applicant to communicate all relevant information concerning the applicant's qualifications.*

**I. JOB INTEREST**

<b>Position for which you are applying:</b>	_____		
<b>Locations:</b>	_____		
<b>Date available for employment:</b>	_____		
<b>Do you wish to work?</b>	<input type="checkbox"/> Full-time	<input type="checkbox"/> Permanent Part-time	<input type="checkbox"/> Substitute
	<input type="checkbox"/> Summer	<input type="checkbox"/> Temporary Part-time	

**II. PERSONAL INFORMATION**

<b>Name in Full:</b>	_____	_____	_____
	Last	First	Middle
<b>Present Address:</b>	_____	_____	_____
	Street/P.O. Box	City	State/Zip
<b>Previous Address:</b>	_____	_____	_____
	Street/P.O. Box	City	State/Zip
_____	Home Phone	_____	Work Phone
_____			Social Security Number
<b>If related to anyone employed by the WV Department of Education, state name, position, location and relationship.</b>			
_____			
<b>Have you ever been employed with the WV Department of Education?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No			
<b>If yes, explain:</b>	_____		
<b>Where?</b>	_____	<b>When?</b>	_____
<b>Other name(s) on records:</b>	_____	<b>How were you referred to us:</b>	_____

**III. CRIMINAL RECORD CHECK STATEMENT**

**A criminal record check by fingerprinting is required by West Virginia State Law prior to employment by the West Virginia Department of Education. Failure to truthfully answer these application questions will result in denial of employment.**

**Have you ever been convicted of a felony or misdemeanor? You may omit: (1) offenses committed before your eighteenth birthday and adjudicated under a juvenile law; (2) offenses as to which the record has been expunged; (3) minor traffic violations.**  Yes  No

**NOTE: AN AFFIRMATIVE ANSWER WILL NOT AUTOMATICALLY DISQUALIFY YOU FROM BEING CONSIDERED AS A CANDIDATE FOR EMPLOYMENT.**

**If you answer yes, give the following information:**

<b>Police Department or Court:</b>	_____
<b>Charge:</b>	_____
<b>Disposition:</b>	_____

#### IV. CERTIFICATION AND QUALIFICATIONS

What is your highest level of education attained?

- |   |   |
|---|---|
| <input type="checkbox"/> High School Diploma<br><input type="checkbox"/> GED<br><input type="checkbox"/> Associate Degree<br><input type="checkbox"/> Bachelor's Degree (AB/BA/BS)<br><input type="checkbox"/> Bachelor's +15 add. credit hours | <input type="checkbox"/> Master's Degree (MA/MS)<br><input type="checkbox"/> Master's +15 add. credit hours<br><input type="checkbox"/> Master's +30 add. credit hours<br><input type="checkbox"/> Master's +45 add. credit hours<br><input type="checkbox"/> Doctorate |
|---|---|



Do you hold a valid West Virginia Teaching Certificate or any other license or certification?  Yes  No

Exact title of certificate:	Date of expiration:
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Subjects endorsed on certificate:

Are you a United State Citizen?  Yes  No      If no, do you possess lawful authorization to work in the United States?  Yes  No

*(Only United States Citizens and aliens lawfully authorized to work in the United States may be hired.)*

#### V. EDUCATIONAL AND PROFESSIONAL TRAINING

High School(s) Attended	Name and Address of Institution				Diploma
College(s) Attended (attach additional pages if needed)	Name and Address of Institution	Major	Minor	Dates	Degree
Relevant Specialized Training					

#### VI. TEACHING EXPERIENCE

Inclusive Dates		Position (Teacher, Principal, Supervisor)	Name of School, City and State	Grades or Subjects	*Full or Part-Time	Reason For Leaving
From	To					
*NOTE: Use "F" for full-time and .5 for half-time, etc.				Total number of years of teaching experience		

**VII. WORK EXPERIENCE – Include Military Experience**

Name of Firm	Address	Type of Position	From	To
			Month/Year	Month/Year

**VIII. PROFESSIONAL AND LEADERSHIP ACTIVITIES**

List membership in professional organizations and involvement in professional organizations and activities. Include special awards, offices held, etc.

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**IX. PRESENT STATUS**

Are you employed now?	Position	Salary Range
<input type="checkbox"/> Yes <input type="checkbox"/> No		

**X. REFERENCES**

Name/Position or Title	Mailing Address	Telephone

**XI. CONCLUDING QUESTIONS**

Please respond to all questions in your handwriting. Respond to all questions with a complete statement. If more space is needed, please attach additional pages.

1. Why do you want to work as an educator in this particular setting?

2. What do you consider to be your major strengths?

3. How would you help a student who is having difficulty learning?

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**AGREEMENT AND AUTHORITY FOR RELEASE OF INFORMATION**

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.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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**WEST VIRGINIA DEPARTMENT OF EDUCATION**

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 State Board of Education 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 nolo contendere to a felony charge, misuse of funds or property, violations of law or policies of the State Board of Education, lack of need, or a lack or loss of funding.

*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.*

**RETURN APPLICATION TO:**  
West Virginia Department of Education  
Building 6, Room 264  
1900 Kanawha Boulevard, East  
Charleston, West Virginia 25305-0330  
Telephone: (304) 558-2702  
Fax: (304) 558-0216