

West Virginia Department of Education

**Building 6, Room 264
1900 Kanawha Boulevard, East
Charleston, West Virginia 25305-0330
(304) 558-2702 Fax: (304) 558-0216**

APPLICATION FOR EMPLOYMENT

INSTRUCTIONS:

1. Complete and return application to the Office of Human Resources.
2. Provide copy of college transcript(s) (REQUIRED).
3. Provide copy of Teaching Certificate (REQUIRED).
4. Provide resume and letters of recommendation (OPTIONAL).
5. You will be contacted if an interview is needed.

OFFICE USE ONLY

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

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: <input type="checkbox"/> Professional <input type="checkbox"/> Associate <input type="checkbox"/> Service Position <input type="checkbox"/> Summer Only <input type="checkbox"/> Temporary/Part-Time			
Have you ever been employed with the West Virginia Department of Education? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain. Where? When?			Other name(s) on records:
Are you under contract to another agency or employer? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain.			
Have you ever been dismissed or asked to resign from any employment? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, enclose full explanation.			
Are you a citizen of the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Have you ever been convicted of a felony or a misdemeanor? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, enclose full explanation and copies of court documentation.			
What is your highest level of education attained? <input type="checkbox"/> High School Diploma <input type="checkbox"/> GED <input type="checkbox"/> Associate Degree <input type="checkbox"/> Bachelor's Degree (AB/BA/BS) <input type="checkbox"/> Bachelor's+15 add. semester hrs. <input type="checkbox"/> Master's Degree (MA/MS) <input type="checkbox"/> Master's+15 add. sem. hrs. <input type="checkbox"/> Master's+30 add. sem. hrs. <input type="checkbox"/> Master's+45 add. sem. hrs. <input type="checkbox"/> Doctorate			
Do you hold a valid West Virginia Teaching Certificate or any other license or certification? <input type="checkbox"/> Yes <input type="checkbox"/> No Year and Type:			
Do you hold a valid Teaching Certificate or any other license or certification in another state? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, identify state(s), Years and Type:			
Has your teaching license ever been denied, suspended, or revoked following allegations of misconduct? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, enclose full explanation and documentation.			

EDUCATIONAL TRAINING	High School(s) Attended	Name and Address of Institution:	Dates	Diploma	
				<input type="checkbox"/> Yes - No <input type="checkbox"/>	
				<input type="checkbox"/> Yes - No <input type="checkbox"/>	
College(s) Attended (<i>attach additional pages if needed</i>)	Name and Address of Institution:	Major	Minor	Dates	Degree
Relevant Specialized Training					

REFERENCES	Name/Position or Title	Mailing Address	Phone
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			() -
			() -

WORK EXPERIENCE	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
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EMPLOYMENT RELATIONSHIP

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 ~~not~~ ^{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: _____

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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.