

LINCOLN COUNTY SCHOOLS
PERSONNEL OFFICE
10 Marland Avenue
Hamlin, WV 25523
304-824-3033, ext: 6222
304-824-3038 Fax

OFFICE USE ONLY

Date Received _____
Diploma/GED _____
Competency Test P/F _____

BID SHEET FOR POSTED SCHOOL SERVICE PERSONNEL JOB VACANCY

This form may be used to apply for any posted service personnel position. It must be completed and submitted to the personnel office within the posted time period.

1. Name: _____ SS#: _____ ID #: _____
2. Position Requested: _____ School Dept: _____
3. Are you currently employed by Lincoln County Board of Education? Yes No Regular Substitute
4. If yes, current classification _____ Location _____
5. If you do not hold classification in the position you are requesting, have you ever held a position in the classification?
 Yes No
6. Have you passed the West Virginia State Competency Test in the classification for which you are applying? Yes No
7. **APPLYING FOR:** List Vacancy Bulletin Number, Seniority Date and Position Posting Number

Vacancy Bulletin Number: _____	Seniority Date: _____
1 ST Choice: _____	2 nd Choice: _____
3 rd Choice: _____	4 th Choice: _____
5 th Choice: _____	6 th Choice: _____

Numbers 8-11 NEW EMPLOYEES ONLY:

8. Do you hold a high school diploma/GED: Yes No If no, are you currently enrolled in a GED Program? Yes No
9. Do you have a current (within one year) application on file here? Yes No If no, complete an application and return to the personnel office with this form.
10. Present or most recent employer and position held _____
11. Have you ever been charged with or convicted of a felony or a misdemeanor? Yes No If yes, attach a full explanation and copies of court documentation.

The information provided in this application/bid sheet is true, correct and complete.

Signed: _____ Date: _____

Address: _____

City: _____ County: _____ State: _____ Zip: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Email Address: _____

The Lincoln County Board of Education does not discriminate on the basis of sex, race, color, religion, age, disability or national origin in employment or the administration of any of its educational programs and activities.

Approved by the Lincoln County Board of Education

I do hereby recommend the above action

Presiding Officer's Signature

Date

Superintendent's Signature

Date