

PROFESSIONAL APPLICATION FOR EMPLOYMENT

LINCOLN COUNTY SCHOOLS

10 Marland Avenue

Hamlin, WV 25523

Telephone: 304-824-3033, ext: 6222 Fax: 304-824-3038

Web Site: boe.linc.k12.wv.us

Vacancy Hotline: 304-824-3033

For Office Use Only

File Completed ____/____/____

Interview Date ____/____/____

____ WV Teaching Certificate

____ Out of State Certificate

____ Undergraduate Transcripts

____ Graduate Transcripts

____ Test Scores (PRAXIS/NTE)

____ 3-5 References

I. PERSONAL INFORMATION:

Respond to all items.

Name in Full: _____
(Last) (First) (Middle)

Present Address: _____
(Street or Box) (City or Town) (State) (Zip)

SS #: _____ Telephone: _____ Cell Phone: _____
(Area Code) (Number) (If Applicable)

Email Address: _____

Previous Address: _____
(Street or Box) (City or Town) (State) (Zip)

- Yes No Have you previously been employed with Lincoln County Schools?
 Yes No Are you a citizen of the United States?

Other names or aliases by which you have been known: _____

Position Applied For:

First Choice: _____

Second Choice: _____

Third Choice: _____

Fourth Choice: _____

Fifth Choice: _____

Sixth Choice: _____

II. PRESENT POSITION:

Respond to each item. If you are unemployed, list such as title. If you are not currently employed in a public school position, list your current position, not the most recent school position and provide as complete data as possible.

Title: _____ Since: _____

Employing Institution: _____ Telephone: () _____

Address: _____
Street City State Zip

Name of Immediate Supervisor: _____ Title: _____

Phone – Business: () _____

III. TEACHING CERTIFICATE AND QUALIFICATIONS

Type of Certificate Held:

- Valid West Teaching Certificate (A copy must be included)
- Valid Teaching Certificate in a state other than WV (A copy must be included)
- National Board Certification

Exact title of Certificate: _____ Date of Expiration: _____

Endorsements: _____

Salary Classification: AB AB+15 MA MA+15 MA+30 MA+45 Doctorate

Completed Testing: National Teacher Examination PRAXIS Series Tests (Include Scores)

Work Preference: Full Time Substitute

Would you accept any position you are qualified to fill: Yes No

If now employed, why are you leaving that position? _____

Why do you wish to come to Lincoln County? _____

When could you begin work here? _____

IV. EXPERIENCE:

List in consecutive order beginning with the next most recent position following the position listed in Section 2. Include both administrative and teaching experience. List the district or school size and the number of individuals supervised for each position under "Position Statistics/Information". Note any non-educational experiences with an asterisk.

Dates	Position/Institution/Location	Supervisor Name/Title	Supervisor's Phone
To:			(Business)
From:			(Home)
Position Statistics/Information:			
To:			(Business)
From:			(Home)
Position Statistics/Information:			
To:			(Business)
From:			(Home)
Position Statistics/Information:			
To:			(Business)
From:			(Home)
Position Statistics/Information:			

The State of West Virginia requires that 133 days be taught in any fiscal year before credit for salary increment is allowed. Considering this, what is the total of your teaching experience?

_____ Years

V. REFERENCES:

List the names of persons who are familiar with your character, work, personality and work habits. Please request two of these people to forward a current reference concerning your qualifications for this position. Do not use relatives as references.

Name and Address	Official Title/Position	Phone (Business)	Phone (Home)	Initials of person checking references

VI. EDUCATION:

List all graduate and undergraduate work and degrees earned.

Name of School and Location	Date Entered	Date of Degree/Diploma	Degree, Diploma or Hours	Major	Minor
High School					
Undergraduate Institution(s)					
Graduate Institution(s)					

VII. HONORS AND DISTINCTIONS:

List degrees, honors, awards, commendations, elective or appointive offices held, or other distinctions received.

VIII. MEMBERSHIPS AND AFFILIATIONS:

Please list membership in professional organizations and your involvement in professional activities.

Include special awards, offices held, etc.

IX. COMMUNITY ACTIVITIES:

List each activity and specify the community.

Activity	Community

X. BACKGROUND CHECK AND INFORMATION:

In addition to the following information, a thorough background check may be made at the option of the Board.

If additional space is needed, begin your explanation here and attach additional sheets and clearly identify as 9. *Background Check and Information: A, B, C, D, and E respectively.*

"YES" answers to the following questions will not necessarily result in denial of employment. The District will consider all the circumstances, including the date and nature of events which have led to the actions described below. Your written explanation will assist the District in determining your eligibility and suitability for employment.

A. Have you ever been convicted of, admitted committing, pleaded no contest, or are you awaiting trial for any crime (excluding only minor traffic violations not involving any allegation of drug or alcohol impairment)? You must answer "YES" even if the matter was later dismissed, deferred, reversed, vacated or expunged. If you answer "YES" you must provide dates of the proceedings, the name and address of the court where the proceedings occurred, a statement of the accusation against you and the final disposition of the case(s) including a judgment order, final order, magistrate court documentation, or any other relevant court documentation.

Yes **No**

Explanation: _____

B. Have you ever been dismissed (fired) from any job, or resigned at the request of the employer, or while charges against you or an investigation of your behavior

was pending? You must answer "Yes" even if the matter was later resolved with any form of settlement or severance agreement, regardless of its terms. If you answer "YES" you must provide the date of termination of employment, the name, address and telephone number of the employer(s) and a statement of the alleged reasons for termination.

Yes No

Explanation: _____

C. Have you ever been disciplined, reprimanded, or suspended, from any employment because of allegations of misconduct? You must answer "Yes" even if the matter was later resolved with any form of settlement or severance agreement, regardless of its terms. If you answer "YES" you must provide the date of the employment action, the name, address and telephone number of the employer(s) and a statement of the alleged reasons for the action.

Yes No

Explanation: _____

D. Have you ever had a license or certificate of any kind (teaching certificate or otherwise) revoked or suspended, or have you in any way been sanctioned by, or is any charge or complaint now pending against you before any licensing, certification or other regulatory agency or body, public or private? If you answer "YES" you must provide the dates of proceedings, name, address and telephone number of the agency or body where proceedings took place, a statement of the accusations against you, the final disposition and/or current status of the charge or complaint.

Yes No

Explanation: _____

E. Are you now being investigated for any alleged misconduct or other alleged grounds for discipline by any licensing, certification or other regulatory body (teacher certification or otherwise) or by your current or any previous employer?

If you answer "YES" you must provide the name, address and telephone number of the employer or licensing body and a statement of the accusations against you.

Yes No

Explanation: _____

**XI. CONSENT TO CONDUCT BACKGROUND INVESTIGATION,
AUTHORIZATION AND RELEASE**

I have made application for a position with Lincoln County Schools. I understand that in order for the district to determine my eligibility, qualifications and suitability for employment, the district will conduct a background investigation if I am considered for the position. This investigation may include, but is not limited to, inquiries of present and former employers, schools, law enforcement agencies, government agencies, including all entities which have information relating to my employment history, evaluations, plans of improvement, documentation of disciplinary action, reasons for non-rehire, special training and education.

I hereby authorize and request any person or other entity, including, but not limited to, present and former employers, schools attended, law enforcement agencies, government agencies, including all entities which have information relating to my employment history, evaluations, plans of improvement, documentation of disciplinary action, reasons for non-rehire, special training and education to furnish a representative of the Board of Education of the County of Lincoln with any and all information and copies of records in their possession regarding me. By signing below, I hereby release and hold harmless the Board of Education of the County of Lincoln, its members, officers, employees and agents and any person or entity responding to a request for information pursuant to this *Consent to Background Investigation, Authorization and Release* and their members, officers, employees and agents from claims arising out of or in any connection with their legitimate gathering or disclosure of information as authorized by this *Consent to Background Investigation, Authorization and Release*. I agree that a photocopy or facsimile copy of this *Consent to Background Investigation, Authorization and Release* may be accepted with the same authority as an original.

I authorize investigation of all statements on the application form and other materials provided as part of my application for this position.

Applicant's Name: _____ Social Security ____/____/____

Applicant's Signature: _____ Date: _____

Witness Signature: _____ Date: _____

XIII. STATED REQUIREMENTS AND INFORMATION:

- This is to advise you that the Open Governmental Proceeding Act in the State of West Virginia may require the disclosure of applicant name and information. We will do our best to notify you prior to any release of such information.
- The School District is an Equal Opportunity Employer, complies with Title IX, and shall seek the "best qualified" applicants for all vacant positions regardless of race, creed, age, sex, religion, handicap, or national origin.

- Applicants are asked not to contact the Board except as requested to do so.
- Should this application be treated as confidential with regard to your present employment? **Yes** **No**

XIV. APPLICANT SELF-APPRAISAL

Please rate yourself in the following areas of job requirements. Use the following scale:
5—Strong; 4— Fairly Strong; 3—Average; 2—Somewhat Weak; 1—Weak.

Area	5	4	3	2	1
Planning and Preparation					
Organization and Management					
Instructional Techniques					
Discipline Techniques					
Communication Skills					

Please use the space below to make a personal statement about yourself, your qualifications, and your future plans and objectives. Use additional pages if necessary.

XV. ACKNOWLEDGMENT OF APPLICANT

Read this paragraph carefully before signing this application.

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment with Lincoln County Schools and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or any other document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed regardless of the time elapsed before discovery.

I acknowledge that this application, when submitted, shall become the property of Lincoln County Schools.

I, _____, swear or affirm under the penalty of perjury that all information provided in or with this application is true, correct, and complete to the best of my knowledge.

(Signature of Applicant)

(Date)

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.