

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

SERVICE PERSONNEL APPLICATION

This application must be completed and accurate. Applications are maintained for 1 year. If you are interested in employment after that time, you must notify the Personnel Office that you want your application to remain active for another year.

SECTION I: Applicant Information

Name: _____ Social Security Number: _____
Last First Middle

Current Address: _____
Street/PO Box City/Town State Zip

Telephone: _____ Cell Phone: _____ Length of time at this address: _____

Have you ever been convicted of a felony or misdemeanor (excluding minor traffic violations)? Yes No
 If the answer is "Yes", a copy of relevant court documentation must be submitted.

Are you currently under indictment for a felony? Yes No
 If the answer is "Yes", documentation related to the indictment must be submitted.

Do you have any physical limitations that would affect your ability to perform the functions of the job(s) which you have applied? Yes No

SECTION II: Position(s) Desired

- Aide
- Bus Operator
- Cook
- Custodian
- General Maintenance
- Mechanic
- Secretary

Please indicate if you are interested in: Full-Time Only Substitute Only

Date Available: _____ West Virginia's License Number: _____
 (Required for Bus Operator Position)

SECTION III: Education

	Dates Attended	Name of School	City, State	Course of Study	Graduation Date
High School					
Vocational					
College					
Other					

SECTION IV: Military Service

Branch of Service: _____ Dates of Active Duty: _____

SECTION V: Current/Previous Employment Information

Please list your current employer, if applicable, first.

Name/Address of Employer	Position	Dates of Employment	Supervisor	Reason for Leaving

List any skill(s), experiences or qualifications that you believe make you eligible for the position(s) for which you have applied. _____

Have you been employed previously by Lincoln County Schools? Yes No If so, when? _____

SECTION VI: References

Please identify three references who can be contacted.

Name _____
 Business _____
 Address _____
 Telephone Number _____

Name _____
 Business _____
 Address _____
 Telephone Number _____

Name _____
 Business _____
 Address _____
 Telephone Number _____

Name _____
 Business _____
 Address _____
 Telephone Number _____

SECTION VII:

In addition to the following information, a thorough background check will be requested prior to employment.

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

“Yes” answers to the following questions will not be 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 arrested for, charged with, 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 an 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 were 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 severant agreement, regardless of its items. If you answer "YES" you must provide the date of employment action, the name, address and telephone number of the employer(s) and a statement of the alleged reasons for the actions.

Yes No

Explanation: _____

D. 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: _____

SECTION VIII: In Case of Emergency Notify

Name	Address	Phone

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: _____ SS #: _____

Applicant's Signature: _____ Date: _____

SECTION IX: Affirmation and Signature

I, _____, affirm that all information provided on this application is true and accurate to the best of my knowledge. I understand that falsifying any of this information may result in my ineligibility for employment or dismissal.

Date

Signature

Applicants for employment are hereby notified that the Lincoln County Board of Education supports equal employment opportunity. The Board's policies, rules and regulations shall be applied without regard to race, color, creed, national origin, sex, marital status, age disability or membership in any employee organization.

SECTION X: Interview

Interviewed: _____
Date

Comments: _____

Signature of Interviewer

**LINCOLN COUNTY SCHOOLS
SERVICE PERSONNEL APPLICATION CHECKLIST**

_____ **Proof of High School Graduation or GED** – A transcript or copy of a diploma is required

_____ **Current Resume**

_____ **Three Letters of Reference** – The letters must be sent directly from the reference source. References from former employers must be included.

_____ **Criminal Investigation Bureau** – At the time you are to be recommended for employment, you must be fingerprinted for a criminal background check. You will be asked to bring your driver’s license and social security card with you to the Personnel Office at the time the fingerprinting is done.

_____ **Employment Eligibility Verification** – At the time you are recommended for Employment, you must complete this form. You will be asked to bring your driver’s license and social security card with you to the Personnel Office for review.

_____ **Tine Test for Tuberculosis**

_____ **College Credit** – If you have completed college credit, please indicate your educational level. An official transcript must be provided.

- | | |
|--|--|
| _____ 6 semester hours of college credit | _____ 120 semester hours of college credit |
| _____ 12 semester hours of college credit | _____ Associate Degree |
| _____ 18 semester hours of college credit | _____ Bachelor’s Degree |
| _____ 24 semester hours of college credit | _____ Master’s Degree |
| _____ 36 semester hours of college credit | _____ MA+15 |
| _____ 48 semester hours of college credit | _____ MA+30 |
| _____ 60 semester hours of college credit | _____ MA+45 |
| _____ 72 semester hours of college credit | _____ MA+60 |
| _____ 84 semester hours of college credit | _____ Doctorate Degree |
| _____ 96 semester hours of college credit | |
| _____ 108 semester hours of college credit | |

_____ **Post Secondary Vocational Training** – If you have obtained post-secondary vocational training, a transcript or diploma reflecting the clock hours of training must be submitted.

Please note that employment with Lincoln County Schools requires a minimum of a high school diploma or GED and passage of the appropriate competency test(s) for the requested classification(s).

By law, applicants are considered for employment in the following order:

1. Regularly employed service personnel.
2. Service personnel whose employment has been discontinued in accordance with West Virginia Code §18A-4-8b.
3. Professional personnel who held temporary service personnel positions prior to June 9, 1982, and who apply only for such temporary positions.
4. Substitute service personnel.
5. New service personnel.