

TAYLOR COUNTY SCHOOLS
 71 UTT DRIVE, GRAFTON, WV 26354
 (304) 265-2497

APPLICATION FOR PROFESSIONAL EMPLOYMENT

1. COMPLETE AND RETURN APPLICATION TO THE CENTRAL OFFICE
2. COMPLETE AND RETURN AN EMPLOYMENT BID SHEET (REQUIRED)
3. PROVIDE COPY OF COLLEGE TRANSCRIPT(S) (REQUIRED)
4. PROVIDE COPY OF TEACHING CERTIFICATE (REQUIRED)
5. PROVIDE RESUME AND LETTERS OF RECOMMENDATION (OPTIONAL)
6. PROVIDE VERIFICATION OF TEACHING EXPERIENCE
7. PROVIDE COPIES OF TWO MOST RECENT EVALUATIONS
8. YOU WILL BE CONTACTED IF AN INTERVIEW IS NEEDED
9. APPLICATIONS AND REFERENCES ARE KEPT ON FILE FOR ONE YEAR

P E R S O N A L	LAST NAME	FIRST NAME	MIDDLE			
	PRESENT ADDRESS	(STREET)	(CITY)	(STATE)	(ZIP)	(PHONE)
	PERMANENT ADDRESS	(STREET)	(CITY)	(STATE)	(ZIP)	(PHONE)
	POSITION(S) APPLYING FOR					
	() TEACHING () ADMINISTRATION () OTHER					
	HAVE YOU EVER APPLIED FOR EMPLOYMENT WITH US?					
	() YES () NO					
	ARE YOU UNDER CONTRACT WITH ANOTHER SCHOOL SYSTEM?					
() YES () NO RELEASE DATE:						
WOULD YOU CONSIDER EMPLOYMENT AS A SUBSTITUTE?						
() YES () NO						
HAVE YOU EVER BEEN DISMISSED OR ASKED TO RESIGN A TEACHING/ADMINISTRATIVE POSITION?						
() YES () NO IF YES, ENCLOSE FULL EXPLANATION						

C E R T I F I C A T E	WEST VIRGINIA CODE REQUIRES ALL TEACHERS TO HOLD A VALID CERTIFICATE AT THE GRADE LEVEL AND SUBJECT AREA FOR THE TEACHING ASSIGNMENT. IT IS THE RESPONSIBILITY OF THE APPLICANT TO OBTAIN CERTIFICATION.					
	DO YOU HOLD A VALID WEST VIRGINIA TEACHING CERTIFICATION?					
	() YES () NO EXPIRATION DATE:					
	DO YOU HAVE AN EXPIRED WEST VIRGINIA TEACHING CERTIFICATE? () YES () NO					
	IF YES, HAVE YOU COMPLETED SIX SEMESTER HOURS TO RENEW THE CERTIFICATE? () YES () NO					
	DO YOU HOLD A VALID TEACHING CERTIFICATE IN ANOTHER STATE?					
	() YES () NO IF YES, IDENTIFY STATE(S)					
	WHAT ARE YOUR TEACHING ENDORSEMENTS AND GRADE LEVELS?					
WHAT IS YOUR CURRENT SALARY CLASSIFICATION: ___BA ___BA+15 ___MA ___MA+15 ___MA+30 ___MA+45 ___PhD						
SUBMIT COPY OF TEACHING CERTIFICATE(S) WITH APPLICATION.						

P O S I T I O N S	IN ORDER OF PREFERENCE, LIST THE SUBJECT AREA AND GRADE LEVELS FOR POSITIONS DESIRED	
	SUBJECT AREA	GRADE LEVEL
	_____	_____
	_____	_____

A C T I V I T I E S	LIST SPORTS, CLUBS, GROUPS OR ACTIVITIES YOU ARE WILLING TO COACH, SPONSOR, OR DIRECT	
	_____	_____
	_____	_____

E D U C A T I O N A L T R A I N I N G	HIGH SCHOOL(S) ATTENDED	NAME AND ADDRESS OF INSTITUTION					DIPLOMA	
	COLLEGE(S) ATTENDED	NAME AND ADDRESS OF INSTITUTION	MAJOR	MINOR	DATES ATTENDED	DEGREE		
	SUBMIT COPIES OF COLLEGE TRANSCRIPTS WITH APPLICATION							
	STUDENT TEACHING	SCHOOL	ADDRESS		PHONE	YEAR	SUPERVISING TEACHER	GRADE LEVEL/ SUBJECT
RELEVANT SPECIALIZED TRAINING								

A C A D E M I C A C H I E V E M E N T	PLEASE PROVIDE ALL APPLICABLE SCORES			
	STUDENT TEACHING SCORE(S): _____	GPA (UNDERGRADUATE): _____	GPA (GRADUATE): _____	
	PPST SCORES: READING _____	WRITING: _____	MATHEMATICS: _____	
	PRINCIPLES OF LEARNING AND TEACHING (PLT) SCORE _____	SCORE _____	SCORE _____	
		K-6	5-9	7-12
	CONTENT SCORE(S):			
	CONTENT _____	SCORE _____	CONTENT _____	SCORE _____
	CONTENT _____	SCORE _____	CONTENT _____	SCORE _____
	CONTENT _____	SCORE _____	CONTENT _____	SCORE _____
	LIST MEMBERSHIP AND OFFICES HELD IN PROFESSIONAL ORGANIZATIONS, SPECIAL AWARDS RECEIVED, AND INVOLVEMENT IN EDUCATION AND RELATED PROJECTS.			
COLLEGE				
OTHER				

TEACHING EXPERIENCE		
BEGINNING WITH YOUR CURRENT/LAST POSITION, LIST IN CHRONOLOGICAL ORDER ALL TEACHING POSITIONS HELD		
1	SCHOOL	Telephone ()
	ADDRESS	EMPLOYED (MONTH & YEAR) FROM TO
	PRINCIPAL OR SUPERVISOR	REASON FOR LEAVING
	DESCRIBE ASSIGNMENT (GRADE LEVEL), SUBJECTS TAUGHT, ETC.	
2	SCHOOL	Telephone ()
	ADDRESS	EMPLOYED (MONTH & YEAR) FROM TO
	PRINCIPAL OR SUPERVISOR	REASON FOR LEAVING
	DESCRIBE ASSIGNMENT (GRADE LEVEL), SUBJECTS TAUGHT, ETC.	
3	SCHOOL	Telephone ()
	ADDRESS	EMPLOYED (MONTH & YEAR) FROM TO
	PRINCIPAL OR SUPERVISOR	REASON FOR LEAVING
	DESCRIBE ASSIGNMENT (GRADE LEVEL), SUBJECTS TAUGHT, ETC.	
WE MAY CONTACT EMPLOYERS UNLESS YOU INDICATE THOSE YOU DO NOT WANT US TO CONTACT.		DO NOT CONTACT EMPLOYER NUMBER(S): _____ REASON _____
		TOTAL NUMBER OF YEARS OF TEACHING EXPERIENCE _____ TOTAL YEARS

OTHER EMPLOYMENT		
BEGINNING WITH YOUR CURRENT/LAST POSITION, LIST OTHER FULL-TIME POSITIONS IN CHRONOLOGICAL ORDER AND INCLUDE MILITARY SERVICE.		
1	COMPANY	Telephone ()
	ADDRESS	EMPLOYED (MONTH & YEAR) FROM TO
	IDENTIFY JOB TITLE AND DESCRIBE WORK	REASON FOR LEAVING
2	COMPANY	Telephone ()
	ADDRESS	EMPLOYED (MONTH & YEAR) FROM TO
	IDENTIFY JOB TITLE AND DESCRIBE WORK	REASON FOR LEAVING
3	COMPANY	Telephone ()
	ADDRESS	EMPLOYED (MONTH & YEAR) FROM TO
	IDENTIFY JOB TITLE AND DESCRIBE WORK	REASON FOR LEAVING
WE MAY CONTACT EMPLOYERS UNLESS YOU INDICATE THOSE YOU DO NOT WANT US TO CONTACT.		DO NOT CONTACT EMPLOYER NUMBER(S): _____ REASON _____
		TOTAL NUMBER OF YEARS OF EXPERIENCE _____ TOTAL YEARS

R E F E R E N C E S	NAME/POSITION OR TITLE	MAILING ADDRESS	TELEPHONE

PLEASE MARK WITH AN ASTRISK ANY REFERENCE LISTED TO WHOM YOU ARE RELATED.

Q U E S T I O N S	IN YOUR OWN HANDWRITING, RESPOND TO EACH QUESTION. IF MORE SPACE IS NEEDED, USE ADDITIONAL PAGES AND ENCLOSE WITH APPLICATION
	DO YOU BELIEVE ALL CHILDREN CAN LEARN? WHY OR WHY NOT?
	IN WHAT WAYS SHOULD A TEACHER BE A ROLE MODEL FOR CHILDREN?

S I G N A T U R E	THE INFORMATION PROVIDED IN THIS APPLICATION 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 IF I AM EMPLOYED ANY MISSTATEMENT OR OMMISION OF FACT ON THIS APPLICATION MAY RESULT IN MY DISMISSAL.
	DATE _____ SIGNATURE _____

W A I V E R	I HEREBY RELEASE ANY AFORMENTIONED PERSONS, CORPORATORS, AGENCIES, ASSOCIATIONS AND THEIR EMPLOYEES, AGENTS AND REPRESENTATIVES FROM ANY AND ALL LIABILITY FOR DAMAGES RESULTING FROM A DECISION BY TAYLOR COUNTY BOARD OF EDUCATION NOT TO EMPLOY ME ON THE ACCOUNT OF COMPLIANCE WITH ANY REFERENCE REQUEST.
	DATE _____ SIGNATURE _____

TAYLOR COUNTY PUBLIC SCHOOLS

THE TAYLOR COUNTY BOARD OF EDUCATION IS AN EQUAL OPPORTUNITY EMPLOYER AND APPLICANTS FOR EMPLOYMENT ARE CONSIDERED SOLEY ON THE BASIS OF INDIVIDUAL QUALIFICATIONS AND MERIT WITHOUT REGARD TO SEX, RACE, COLOR, RELIGION, DISABILITY, OR NATIONAL ORIGIN.