

**TAYLOR COUNTY BOARD OF EDUCATION
GRAFTON, WV**

PERSONNEL DEPARTMENT
Taylor County Board of Education
71 Utt Drive
Grafton, WV 26354

- Application
- 3 References
- HS diploma and/or college trans.
- Birth Cert.

Date _____

APPLICATION FOR SERVICE PERSONNEL: The application must be complete and accurate in every detail, and submitted with a high school diploma, GED or college transcript.

APPLICATION FOR: Bus Driver Cook Custodian Maintenance Teacher Aide Clerical Other

Name _____ Social Security Number: _____
(Last) (First) (Middle)

Address _____ State _____ Zip _____

Phone Number _____ Are you over 18 and under 65 years of age _____

Approximate time (days) lost by illness in last two years of employment _____

Explain _____

EDUCATION: (Please provide the necessary documents verifying the following)

School	Courses	Degree/Hours	Date Completed

EMPLOYMENT RECORD:

Employed From	Employed To	Firm's Name Address and Phone Number	Position Held	Reason For Leaving

How would your most previous employer rate your work? Fair Good Poor

How would you rate your work? Fair Good Poor

May we communicate with your previous employer?

PROFESSIONAL REFERENCES:

Give names of persons not relatives who know about your work experience.

Name	Address	Occupation	Phone Number

CHARACTER REFERENCES:

Give names of persons not relatives who know you well.

Name	Address	Occupation	Phone Number

COOK:

Please list cooking experience that would qualify you for this position.

CLERICAL:

Business office experience.

Typing Skills: _____ Words per minute

Office Machine Experience. (Please List)

TEACHER AIDE:

Please indicate previous experiences that would qualify you for this position _____.

CUSTODIAN:

Please indicate previous custodial experiences that would qualify you for this position _____.

BUS DRIVER:

Number of years of driving experience _____ Car _____ Truck _____ Bus _____

Has your operator's license ever been revoked? _____ If yes, explain _____

Have you ever been involved in a traffic accident? _____ If yes, explain _____

Are you willing to take training in the areas of First Aid, Driver Improvement, Pupil Care, Bus Maintenance, and Public Relations? Yes No

MAINTENANCE:

Trade for which you are applying: Electrician Mechanic Carpenter Painter Plumber Glazier General Maintenance

What previous experience have you had as a maintenance worker?

I authorize an investigation of all statements contained in this application and further understand that, if employed, any misrepresentation of facts on this application is sufficient cause for dismissal.

APPLICANT'S SIGNATURE _____

(as shown on your Social Security Card)

EQUAL OPPORTUNITY EMPLOYER