

**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	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

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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Has your operator's license ever been revoked?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