

PENDLETON COUNTY SCHOOLS
Application for Employment
Professional

Date Received: _____

APPLICATIONS ARE KEPT ON FILE FOR ONE YEAR

ONCE AN APPLICATION IS ON FILE, A "CONSIDERATION FOR VACANCY" FORM MUST BE SUBMITTED FOR EACH OPEN POSITION IN WHICH YOU WANT TO BE CONSIDERED AS AN APPLICANT. THIS FORM IS AVAILABLE AT WWW.PENDLETONCOUNTYSCHOOLS.COM OR FROM THE BOARD OFFICE.***

THE "CONSIDERATION FOR VACANCY" FORM OR "PROFESSIONAL APPLICATION" MUST BE COMPLETED AND SUBMITTED TO THE BOARD OFFICE BY 4:00 P.M. ON THE APPLICATION DEADLINE DATE TO BE CONSIDERED FOR A POSITION.

(Please Type or Print)

POSITION(S) DESIRED _____

Name: _____
Last First Middle Social Security Number¹

Mailing Address: _____
Street Telephone #
City State Zip

E-mail Address (if available): _____

List, in order of preference, the grades, subjects and/or positions for which you are applying:

1. _____ 2. _____ 3. _____

CERTIFICATION (List all areas in which you hold valid West Virginia and/or out-of-state teaching certificates.)

NOTE: Applicants holding a certificate from another state must obtain a West Virginia Certificate in order to teach in Pendleton County public schools.)

Area of Certification	Issuing State	Date Issued

Date Available For Employment: _____

If you are not employed full time, are you interested in being placed on our Substitute List? _____
Long-term _____ Short-term _____ YES NO
YES NO YES NO

¹ Federal Privacy Act [5 U.S.C. § 552a note] Statement. Authority for requesting social security account numbers, Public School code of 1949 [24 P.S. §12-1212, 24 P.S. §1224] Principal Purpose: To verify certification; Other Purposes: Identification and collection of criminal/disciplinary records for certified educators. Disclosure: Mandatory. Failure to provide the SSAN will result in an applicant not being considered for employment.

EDUCATIONAL BACKGROUND:

	School or Institution and Location	Major/Minor	Diplomas, Degrees or Credits Earned	Grade Point Average (GPA)
High School				
College/University				
College/University				
Graduate Study				
Graduate Study				

EXPERIENCE (PRESENT OR MOST RECENT FIRST):

Dates From _____	Name of Employer and Address _____ _____	Your Title _____
	Phone Number _____	Reason for Leaving _____ _____
To _____	Work Performed _____ _____	
Name and Title Of Supervisor		Final Yearly Salary

Dates From _____	Name of Employer and Address _____ _____	Your Title _____
	Phone Number _____	Reason for Leaving _____ _____
To _____	Work Performed _____ _____	
Name and Title Of Supervisor		Final Yearly Salary

Dates From _____	Name of Employer and Address _____ _____	Your Title _____
	Phone Number _____	Reason for Leaving _____ _____
To _____	Work Performed _____ _____	
Name and Title Of Supervisor		Final Yearly Salary

Please list your total number of years teaching experience: _____

Please list activities that you are qualified to supervise or coach: _____

If you have not been previously employed in a teaching position, please complete the following:

STUDENT OR PRACTICE TEACHING:

Grade or Subject Taught	Name and Address of School	1. College Supervisor 2. Cooperating Teacher
	_____	1. 2.
	_____	1. 2.

STUDENT TEACHING REFERENCES:

Please attach photocopies of letters of reference and/or evaluations from college/university student teacher supervisor and cooperating teacher(s).

REFERENCES:

References should include superintendents, principals or professors who have first-hand knowledge of your professional competence and your personal qualifications. Experienced teachers should include the superintendent and principal of the two most recent schools in which employed. If any person(s) listed should not be contacted for reference at the present time, indicate in the left-hand margin the date contact(s) may be made.

Name	Position	Address	Telephone
		_____ _____	
		_____ _____	
		_____ _____	
		_____ _____	

OTHER QUALIFICATIONS:

Summarize special job-related skills and qualifications acquired from employment or other experiences (including U.S. military service) and/or state any additional information you feel may be helpful in considering your application, i.e. honors, awards, activities, technology skills or professional development activities:

GENERAL BACKGROUND INFORMATION:

You must give complete answers to all questions. If you answer "Yes" to any question, you must list **all** offenses, and for each conviction provide date of conviction and disposition, regardless of the date or location of occurrence. Conviction of a criminal offense is **not** a bar to employment in all cases. Each case is considered on its merits. Your answers will be verified with appropriate police records. **Criminal Offense** includes felonies, misdemeanors, summary offenses and convictions resulting from a plea of "NOLO contendere" (no contest). **Conviction** is an adjudication of guilt and includes determinations before a court, a district justice or a magistrate which results in a fine, sentence or probation. You may omit: **minor** traffic violations, offenses committed before your 18th birthday which were adjudicated in juvenile court or under a Youth Offender

Law, and any convictions which have been expunged by a court or for which you successfully completed an Accelerated Rehabilitative Disposition program.

Were you ever convicted of a criminal offense? <div style="text-align: right; margin-top: 10px;"> <input type="checkbox"/> YES <input type="checkbox"/> NO </div>	Have you ever forfeited bond or collateral in connection with a criminal offense? <div style="text-align: right; margin-top: 10px;"> <input type="checkbox"/> YES <input type="checkbox"/> NO </div>
Are you currently under charges for a criminal offense? <div style="text-align: right; margin-top: 10px;"> <input type="checkbox"/> YES <input type="checkbox"/> NO </div>	

Within the last ten years, have you been fired from any job for any reason?

YES NO

Within the last ten years, have you quit a job after being notified that you would be fired?

YES NO

Have you ever been professionally disciplined in any state? YES NO

Professionally disciplined means the annulment, revocation or suspension of your teaching certification or having received a letter of reprimand from an agency, board or commission of state government, such as the Pennsylvania Professional Standards and Practices Commission.

Are you subject to any visa or immigration status which would prevent lawful employment? YES NO

Note: If you answered "Yes" to any of the above questions, please provide a detailed explanation on a separate sheet of paper, including dates, and attach it to this application. Please print and sign your name on the sheet, and include your social security number.

Prior to approval of Employment you will be required to provide a fingerprint for the purpose of Pendleton County Board of Education obtaining a criminal background check.

ESSAY:

Please write an essay as described on page five. For your convenience, you may attach a sheet; however, your essay may not exceed one page. At the bottom of the attachment, please print and sign your name.

CERTIFICATION AND RELEASE AUTHORIZATION:

I certify that all of the statements made by me are true, complete and correct to the best of my knowledge and belief, and are made in good faith. I further certify that I am the sole author of the essay. I understand that any misrepresentation of information shall be sufficient cause for: (1) rejecting my candidacy, (2) withdrawing of any offer of employment, or (3) terminating my employment.

I hereby authorize any and all of my previous employers and/or supervisors to release any and all of my personnel records, and to respond fully and completely to all questions that officials of Pendleton County Schools may ask regarding my prior work history and performance. I will hold such previous employers and/or supervisors harmless of any and all claims that I might otherwise have against them with regard to statements made to this school district. I further authorize these officials to investigate my background, now or in the future, to verify the information provided and release from liability all persons and/or entities supplying information regarding my background. However, I do not authorize the production of medical records or other information which would tend to actually identify a disability nor do I authorize inquiries which would include information related to any medical condition or medical history. Further, I do not waive any rights which I may have under state or federal law related to my right to challenge the disclosure of unlawful or inaccurate information, whether by the school district or by entities or persons providing such information to the school district, including any and all claims concerning allegations of employment discrimination because of race, color, sex, religion, national origin, ancestry, age or disability.

_____ Date

_____ Signature of Candidate (in ink)
(Must Be Original)

As required by federal laws and regulations, the Pendleton County Board of Education does not discriminate on the basis of sex, race, color, religion, handicapping conditions, marital status or national origin in employment or in its educational programs and activities.

Inquiries may be referred to Nicole M. Hevener, Director of Human Resources & Student Services, Pendleton County Board of Education, at the Board of Education office, Phone: 304-358-7065; or to the Department of Education's Director of the Office of Civil Rights.

ESSAY:

We are interested in your ability to organize and express thoughts on a specific topic in a succinct manner. Please select one of the following topics and write an essay in the space provided on this page.

1. The Most Important Qualities of an Outstanding Education
2. My Philosophy of Student Discipline
3. The Importance of Continuing Professional Development and how I plan to Incorporate it Throughout My Career
4. Essential Elements of Instruction, Administration or Area of Certification
5. How Information Technology (i.e. computers, Internet) can be Integrated into the Instructional Process and Curriculum.

Please Print Name

Signature