

GRANT COUNTY SCHOOLS

C-1

Office of the Superintendent

204 Jefferson Ave.

Petersburg, WV 26847

(304) 257-1011

(304) 257 2453 FAX

APPLICATION FOR SERVICE PERSONNEL JOB POSTINGS

(To be completed by current, regular employed Grant County Schools Service Personnel)

Instructions: This form may be duplicated.

1. Please **PRINT IN BLUE** or **BLACK INK** or **TYPE**. Provide all information requested. Telephone numbers must be included. One request per vacancy. Separate Application Required for any posted position.
2. Persons interested in applying for vacant positions with this form must be a full-time Grant County Board of Education Employee. Return the completed form to the Office of the Superintendent, 204 Jefferson Ave. Petersburg, WV 26847
3. It must be received on or before Noon on the deadline date.
Applications will not be accepted by phone, but will be accepted by fax.
LATE APPLICATIONS WILL NOT BE CONSIDERED

Note: It is the responsibility of the applicant to present all relevant qualifications he/she may possess in connection with the position for which the application is received by the Personnel Office.

Section A (To be completed by all applicants.)

Last Name	First Name	Employee Number		
Address (Street)	City	State	Zip	Telephone No.
Present Position	Classification	School/Location		
Grant County School Experience	_____	Time in Grade	_____	
Are you currently employed pursuant to WV Code §18A-4-8a in a position for an employee on a leave of absence? Yes _____ No _____				
If yes, School/Location		_____	Beginning Date of Hire	_____
Other relevant qualifications _____				

Section B (To be completed by all applicants.)

Position Requested	_____	Advertised Position	School/Location
If awarded this requested position, would you be required to supervise a spouse; parent; sibling; the spouse of a parent, sibling or child; or an individual with whom you have a relationship that would be regarded as a common law relationship? YES _____ NO _____ (If yes, provide identities of individuals on a separate sheet.)			
Do you have a spouse; parent; sibling or child; or an individual with whom you have a relationship that would be regarded as a common law relationship, who serves in a position at or above the rank of principal or equivalent supervisory position? YES _____ NO _____ (If yes, provide identities of individuals on a separate sheet.)			
Have you ever been convicted of or are you currently under the indictment for a misdemeanor? (For purposes of this application, minor traffic citations should not be reported. Arrest or convictions for driving while intoxicated (DWI) or for driving under the influence of alcohol or other drugs (DUI), must be reported. _____ YES _____ NO			
Have you ever been convicted of a felony? _____ YES _____ NO			
Documentation Must Be Provided on These Items			
Date: _____	Signature: _____		

As required by federal laws and regulations, the Grant County Board of Education does not discriminate on the basis of sex, color, race, religion, disability, age, and national origin in employment and in the administration of any of its educational programs and activities. Inquiries may be directed to the Title IX Coordinator, Grant County Board of Education, 204 Jefferson Avenue, Petersburg, WV, 26847; or to the Section 504 Coordinator, Grant County Board of Education, 203 Jefferson Avenue, Petersburg, WV, 26847; or to the State Elimination of Sex Discrimination Project Coordinator, (304) 558-2696, West Virginia Department of Education, Charleston, WV 25305; or to the U.S. Department of Education, Director of the office of Civil Rights, (215) 596-6795.

Date Interviewed _____