

Preston County Schools

731 Preston Drive
Kingwood, WV 26537
Telephone 304-329-0580
Fax 304-329-0720

Service Personnel Application

(Note: Application will remain on file for a period of one year beginning with the date of application.)

All employees of the board of education are required to have on file a copy of their G.E.D. or High School Diploma. Please check here as to which document you will furnish if you should be employed.

G.E.D. _____ High School Diploma _____

If you do not have one of the above documents, please do not complete this application. You may apply at the time when you can supply the board of education with one of the above documents.

Personal Data

Date: _____

Name _____
First Middle Last

Address _____
Route/Street or Box City State Zip Code

Telephone Number _____ Social Security Number _____

Position(s) Applying For: _____

Would you be willing to be on the substitute list and work part time as needed? Yes No
Applicants must be readily available to substitute county-wide, if employed.

If your application is considered favorably, on what date will you be available for work? _____

Are you a citizen of the United States? Yes No

Do you have any physical defects which preclude you from performing certain kinds of work? Yes No
If yes, describe such defects and specific work limitations. _____

Discrimination Prohibited:

The Preston County Board of Education does not discriminate on the basis of sex, race color, religion, handicapping condition, marital status or national origin in employment or in its education programs and activities. Inquiries may be referred to Title IX Coordinator or Section 504 Coordinator, Preston County Board of Education, 731 Preston Drive, Kingwood, WV 26537, Phone 304-329-0580; or to the Department of Education's Director of the Office of Civil Rights.

RECORD OF EDUCATION
PLEASE NOTE: MUST HAVE A HIGH SCHOOL DIPLOMA OR GED.

School	Name and Address of School	Check Last Year Completed				Did you Graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No	List Diploma or Degree
		5	6	7	8		
Elementary						<input type="checkbox"/> Yes <input type="checkbox"/> No	X
High		1	2	3	4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Business College		1	2	3	4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Vocational School		1	2	3	4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
College or University		1	2	3	4	<input type="checkbox"/> Yes <input type="checkbox"/> No	

List training, experience, specific skills, or other qualifications which would especially qualify you for the position(s).

MILITARY SERVICE RECORD

Were you in the US Armed Forces? Yes No If yes, what Branch? _____

Dates of Duty: From _____ To _____

List duties in the Service including special training _____

Have you taken any training under the G.I. Bill of Rights? _____ If yes, what training did you take?

Personal References

Name and Occupation	Address	Phone Number

List below all present and past employment, beginning with your most recent.

I.	Name and Address of Company and Type of Business	From		To		Describe in Detail the work you did	Name of Supervisor
		Mo.	Yr.	Mo.	Yr.		

II.	Name and Address of Company and Type of Business	From		To		Describe in Detail the work you did	Name of Supervisor
		Mo.	Yr.	Mo.	Yr.		

III.	Name and Address of Company and Type of Business	From		To		Describe in Detail the work you did	Name of Supervisor
		Mo.	Yr.	Mo.	Yr.		

IV.	Name and Address of Company and Type of Business	From		To		Describe in Detail the work you did	Name of Supervisor
		Mo.	Yr.	Mo.	Yr.		

V.	Name and Address of Company and Type of Business	From		To		Describe in Detail the work you did	Name of Supervisor
		Mo.	Yr.	Mo.	Yr.		

May we contact the employers listed above? _____ If not, indicate by No. which ones you do not wish us to contact
 Have you ever been bonded? _____ If yes, on what jobs? _____

Signature of Applicant _____

Employment contingent upon clear background check.