

GRANT COUNTY SCHOOLS 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 Substitute Service Personnel or New Applicants)

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 position
2. Persons interested in applying for vacant positions with this form must be substitute employee or have an application on file.
3. Return the completed form to the Office of the Superintendent. It must be received on or before 12:00 p.m. Noon of 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
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Address (Street)	City	State	Zip	Telephone No.
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Section B (To be completed by all applicants.)

1. Have you completed a general application for employment with Grant County Schools within the past 12 months?
 YES ___ NO ___

2. Have you completed a screening interview? YES ___ NO ___

3. Are you a substitute? YES ___ NO ___ Classification _____

4. List relevant qualifications or specific training?

Section C (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 _____