

# PENDLETON COUNTY SCHOOLS

## Application for Employment Professional

(Please Type or Print)

POSITION(S) DESIRED \_\_\_\_\_

Name \_\_\_\_\_  
Last
First
Middle
Social Security Number<sup>1</sup>

Present Address \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_  
Street
Telephone  
 \_\_\_\_\_  
City
State
Zip

Permanent 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?  
{ Yes {No  
 Long-term {Yes {No Short-term {Yes {No

<sup>1</sup> 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 _____ _____ Phone Number _____	Your Title _____ Reason for Leaving _____
To _____	Work Performed _____ _____ _____	
Name and Title of Supervisor		Final Yearly Salary

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

Dates From _____	Name of Employer and Address _____ _____ Phone Number _____	Your Title _____ 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:

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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:

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**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.



## **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 Educator
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

Signature \_\_\_\_\_

Name \_\_\_\_\_