



Phone \_\_\_\_\_

Do you hold a valid West Virginia Certificate? ( ) YES ( ) NO

If not, are you eligible to obtain same? ( ) YES ( ) NO

List all valid certificates and endorsements you hold \_\_\_\_\_

**3. EXPERIENCE:**

List in consecutive order beginning with the next most recent position following the position listed in Section 2. Include both administrative and teaching experience. List the district or school size and the number of individuals supervised for each position under "Position Statistics". Note any non-educational experiences with an asterisk.

<b>Dates</b>	<b>Position, Institution Location</b>	<b>Supervisor Name and Title</b>	<b>Supervisor's Phone</b>
<b>To:</b>			<b>(Business)</b>
<b>From:</b>			<b>(Home)</b>
<b>Position Statistics:</b>			
<b>To:</b>			<b>(Business)</b>
<b>From:</b>			<b>(Home)</b>
<b>Position Statistics:</b>			
<b>To:</b>			<b>(Business)</b>
<b>From:</b>			<b>(Home)</b>
<b>Position Statistics:</b>			

Dates	Position, Institution, Location	Supervisor Name and Title	Supervisor's Phone
To:  From:			(Business)  (Home)
Position Statistics:			
To:  From:			(Business)  (Home)
Position Statistics:			
To:  From:			(Business)  (Home)
Position Statistics:			

**4. REFERENCES:**

List the names of person who are familiar with your character, work, personality and work habits. Please request two of these to forward a current reference concerning your qualifications for this position. These two reference letters should be original signed by the individual and dated within the open period for this position. Do not use relatives as references.

Name	Official Position	Telephone (Business)	Telephone (Residence)

**5. EDUCATION:**

List all graduate and undergraduate work and degrees earned.

<b>Name of School and Location</b>	<b>Date Entered</b>	<b>Date of Degree or Diploma</b>	<b>Degree, Diploma or Hours</b>	<b>Major</b>	<b>Minor</b>
<b>High School:</b>					
<b>Undergraduate Institutions:</b>					
<b>Graduate Institutions:</b>					

**6. HONORS AND DISTINCTIONS:**

List degrees, honors, awards, commendations, elective or appointive office held, or other distinctions received.

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**MEMBERSHIPS AND AFFILIATIONS:**

List educational and other and note leadership roles. \_\_\_\_\_

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**7. BACKGROUND CHECK AND INFORMATION:**

In addition to the following information, a thorough background check may be made at the option of the Board.

If additional space is needed, begin your explanation here and attach additional sheets and clearly identify as 8. *Background Check and Information: A, B, C and D respectively.*

**“YES” answers to the following questions will not necessarily result in denial of employment. The District will consider all the circumstances including the date and nature of events which have led to the actions described below. Your written explanation will assist the District in determining your eligibility and suitability for employment.**

- A. Have you ever been convicted of, admitted committing, pleaded no contest, or are you awaiting trial for any crime (excluding only minor traffic violations not involving any allegation of drug or alcohol impairment)? You must answer “YES” even if the matter was later dismissed, deferred, reversed, vacated or expunged. If you answer “YES” you must provide dates of the proceedings, the name of the court where the proceedings occurred, a statement of the accusation against you and the final disposition of the case(s).    ( ) YES    ( ) NO

**Explanation:**

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- B. Have you ever been dismissed (fired) from any job, or resigned at the request of the employer, or while charges against you or an investigation of your behavior was pending? You must answer “YES” even if the matter was later resolved with any form of settlement or severance agreement, regardless of its terms. If you answer “YES” you must provide the date of termination of employment, the name and telephone number of the employer(s) and a statement of the alleged reasons for termination. ( ) YES    ( ) NO

**Explanation:**

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- C. Have you ever had a license or certificate of any kind (teaching certificate or otherwise) revoked or suspended, or have you in any way been sanctioned by, or is any charge or complaint now pending against you before any licensing certification or other regulatory agency or body, public or private? If you answer “YES” you must provide the dates of proceedings, name, address and telephone number of the agency or body where the proceedings took place, a statement of the accusations against you, the final disposition and/or current status of the charge or complaint. ( ) YES    ( ) NO

**Explanation:**

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- D.** Are you now being investigated for any alleged misconduct or other alleged grounds for discipline by any licensing, certification or other regulatory body (teacher certification or otherwise) or by your current or previous employer? If you answer "YES" you must provide the name address and telephone number of the employer or licensing body and a statement of the accusations against you. ( ) YES ( ) NO

**Explanation:**

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**8. CITIZENSHIP**

Are you a citizen of The United States of America? ( ) YES ( ) NO

**9. CONSENT TO CONDUCT BACKGROUND INVESTIGATION, AUTHORIZATION AND RELEASE**

I have made application for a position with Mason County Schools (District). I understand that in order for the District to determine my eligibility, qualifications and suitability for employment, the District will conduct a background investigation if I am considered for the position. This investigation may include, but is not limited to, inquiries of present and former employers, schools, law enforcement agencies, government agencies, including all entities which have information relating to my employment history, evaluations, plans of improvement, documentation of disciplinary action, reasons for non-rehire, special training and education.

I hereby authorize and request any person or other entity, including, but not limited to, present and former employers, schools attended, law enforcement agencies, government agencies, including all entities which have information relating to my employment history, evaluations, plans of improvement, documentation of disciplinary action, reasons for non-rehire, special training and education to furnish a representative of the Board of Education of the County of Mason with any and all information and copies of records in their possession regarding me. By signing below, I hereby release and hold harmless the Board of Education of the County of Mason, its members, officers, employees and agents and any person or entity responding to a request for

information pursuant to this **Consent to Background Investigation, Authorization and Release**. I agree that a photocopy or facsimile copy of this **Consent to Background Investigation, Authorization and Release** may be accepted with the same authority as an original.

I authorize investigation of all statements on the application form and other materials provided as part of my application for this position.

Applicants Name \_\_\_\_\_ Social Security Number \_\_\_\_/\_\_\_\_/\_\_\_\_

Applicants Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Witness Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**10. STATED REQUIREMENTS AND INFORMATION:**

- This is to advise you that the Open Governmental Proceeding Act in the State of West Virginia may require the disclosure of applicant name and information. We will do our best to notify you prior to any release of such information.
- This School District is an Equal Opportunity Employer, complies with Title IX, and shall seek the “best qualified” applicants for all vacant positions regardless of race, creed, age, sex, religion, handicap, or national origin.

Should this application be treated as confidential with regard to your present employment? ( ) YES ( ) NO

**11. ACKNOWLEDGEMENT OF APPLICANT**

**Read this paragraph carefully before signing this application.**

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment with Mason County Schools and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or any other document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed regardless of the time elapsed before discovery.

I acknowledge that this application, when submitted, shall become the property of Mason County Schools.

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Signature

Date

