

Mason County Schools
Personnel Department
1200 Main Street
Point Pleasant, WV 25550
Phone: 304-675-4540
Fax: 304-675-2163

BID SHEET FOR SERVICE POSTED JOB VACANCY

Instructions: You must fully complete the Bid Sheet. No sections may be left blank or designated as "NA" (not applicable).

A separate Bid Sheet must be filled out for each position applying for.

Bid Sheets must be received on or before 3:30 PM of the deadline date on the posting.

Late Bid Sheets Will Not Be Considered

If applying for more than one position, please mark your preferences (1st, 2nd, 3rd etc.) for each

() 1 () 2 () 3 () 4 () 5 () 6

JOB # APPLYING FOR: _____

POSITION APPLYING FOR: _____

LOCATION OF POSITION APPLYING FOR: _____

DATE OF POSTING: _____ **TODAY'S DATE:** _____

NAME: _____

SOCIAL SECURITY #: _____ **PHONE #:** _____

ADDRESS _____

CITY: _____ **STATE** _____ **ZIP** _____

CURRENT SCHOOL ASSIGNMENT, LOCATION and POSITION _____

EMAIL ADDRESS _____

Have you received satisfactory past performance evaluations: () YES () NO

Please list all endorsements you currently hold _____

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

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 acknowledge that this Bid Sheet when submitted, shall become the property of Mason County Schools.

Signature

Date

The 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.