



SERVICE PERSONNEL EMPLOYEE OF THE YEAR

Application Packet

“Changing the Future . . . One Child at a Time”

2017 -2018

Mason County Schools

INSTRUCTIONS FOR COMPLETING THE 2017-2018 SERVICE
PERSONNEL OF THE YEAR APPLICATION FORM

- Please provide **all** information requested in the application form.
- Please limit your answers to the number of pages requested in each section – type size no smaller than 11pt. In order to provide all applicants with an equal opportunity **only the number of pages requested will be accepted.** Any additional pages and/or materials submitted will not be presented to the Selection Committee.

TIME LINE

June 12, 2017

Packets due by 4:00 PM

SUBMISSION OF APPLICATIONS

Return completed application packets to:

Tonya Martin
Mason County Schools
1200 Main Street
Point Pleasant, WV 25550

Note: Applications may be sent by U.S. Mail or they can be emailed to tmartin@access.k12.wv.us or hand delivered to Central Office but they **must be returned before 4:00 PM June 12, 2017.**

Mason County Service Personnel Employee of the Year
Application Form

I. General Information

Nominee Name _____

Home Address _____

City	State	Zip Code	Telephone
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School Name _____

School Address _____

City	State	Zip Code	Telephone
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Number of students assigned in Nominee's: Building _____

Class Title _____

Total Years of Experience _____ Years in Present Position _____

Electronic Mail Address _____

II. Brief description of current job responsibilities:

Respond to the following two (2) sections. Responses must be typed utilizing a font not smaller than 11 point. Begin each section on a new page. At the top of the page, specify the section number.

Section I: Attach a list of continuing education or training courses in which you have participated within the five-year period preceding the filing of this application. Indicate by whom the training was provided and/or if any certifications were earned. Be sure to list any situations in which you provided training to others. (Limit your response to one double-spaced page.)

Section II: List any community service activities, membership of organizations or committees (e.g., local school improvement council), or any awards, recommendations or recognition you have received from a school, district, organization or community within the five-year period preceding the filing of this application. (Limit your response to one double-spaced page.)