



SERVICE EMPLOYMENT APPLICATION

Mercer County Schools
 1403 Honaker Avenue
 Princeton, WV 4740
 (304)487-1551 Fax (304)425-3893

PLEASE NOTE: All sections of this application **MUST BE COMPLETED** for this application to be considered. Applications are maintained by the Personnel Department from May 1, to May 1. *A request **IN WRITING** must be received in order to retain application.* It is the **applicant's responsibility** to notify Mercer County Schools of any changes to the information contained within this application.

BUS OPERATOR APPLICATION

Date: _____

Last Name	First Name	Middle Initial	
Address	City	State	Zip Code
Telephone Number	Cell Phone Number	Email Address	
Date of Birth	Social Security Number	Operator / CDL License Number	

Employment History

Employer Name & Address	Date of Employment (From/To)	Reason for Leaving
Employer Name & Address	Date of Employment (From/To)	Reason for Leaving
Employer Name & Address	Date of Employment (From/To)	Reason for Leaving
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Attach additional sheets if needed.

Do you have a High School Diploma or a GED?

YES NO Date: _____

Do you have a current CDL license? If so, list the State.

YES NO State: _____

Do you currently have a valid operator license? If so, list the State.

YES NO State: _____

Transportation Director – Submit this document to WVDOE with fingerprint card and background check information

List all traffic violations within the past 5 years

Violation	Location	Date
Violation	Location	Date
Violation	Location	Date
Violation	Location	Date
Violation	Location	Date

- Attach additional sheets if needed.

Disclosure of Background Information

- If you answer YES to any question below, SUBMIT with your application a complete narrative. Include dates, locations, school systems, and any other appropriate information.

1) Have you ever had adverse action taken against any application, certificate, or license in any state, including any operator or commercial driver’s license? Adverse action includes the following: letter of warning, reprimand, denial, suspension, revocation, voluntary surrender or cancellation.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2) Have you ever been disciplined, reprimanded, suspended or discharged from any employment because of allegations of misconduct?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3) Have you ever resigned, entered into a settlement agreement, or otherwise left employment as a result of alleged misconduct?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4) Is any action now pending against you for alleged misconduct in any school district, court, or before any educator licensing agency?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5) Have you ever been arrested for or under indictment for a felony?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6) Have you ever been arrested for a misdemeanor? (For the purpose of this application, all moving traffic violations should be reported) Charges or convictions for driving while intoxicated (DWI) or under the influence of alcohol or other drugs (DUI), reckless driving, must be reported.	<input type="checkbox"/> Yes	<input type="checkbox"/> No

INSTRUCTIONS FOR LETTER OF INTENT

Note: Beginning July 1, 2013 non Mercer County Professional applicants are to provide copies of his/her past evaluations and Specialized Training for the positions they are certified for when submitting Letters of Intent to the Personnel Office.

Mercer County Professional applicants are to submit Specialized Training with a Letter of Intent for each position you are applying for.

Employees identification number (951-00-XXXX) is required on each Letter of Intent for Service and Professional positions.

Mercer County Schools applications for Professional or Service positions may be found on the Mercer County Schools web site along with the Letter of Intent to apply for positions.

Service employees that are applying for more than one position, please indicate on the Letter of Intent the priority in which you would prefer each position (i.e. Cook II, Bluewell School, priority #1, Cook II, Athens School, Priority #2).

