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.

CUSTODIAN APPLICATION

Date: _____

Name: _____
(Last) (First) (Middle)

Address: _____

City: **State:** **Zip:** _____

Phone Number: _____

Social Security Number: _____

Email Address: _____

Former Employee	☐
New Applicant	☐
Previous Applicant	☐

PREVIOUS EMPLOYMENT

(This section MUST be completed to be considered)
LIST AT LEAST THREE MOST RECENT EMPLOYERS

From	To	Employer (Name, Address, Phone)	Type of Work	Reason for Leaving

EDUCATIONAL PREPARATION

	Name	Years Attended	Year Graduated	Year G.E.D Received
HighSchool				
College				

Describe the training that you have received which qualifies you for the position for which you are applying:

PERSONAL REFERENCES

(NOTE: References from relatives are not acceptable.)
LIST AT LEAST THREE INDIVIDUALS

Name	Address	Phone Number	Occupation

Is there any reason which would prohibit you from substituting at any school location and /or and day/shift?

☐ **NO** ☐ **YES**

If you marked YES, please explain:

Briefly, state why you are interested in employment with Mercer County Schools:

ADDITIONAL INFORMATION

Please Check the Appropriate Answer:

YES	NO	
☐	☐	**Have you ever been suspended, dismissed, fired, or discharged from a position of employment?**
☐	☐	**Have you ever been asked to resign from a position of employment?**
☐	☐	**Have you ever been convicted of any violation of the law other than a minor traffic ticket?**

If you answered (YES) to any of the above questions, please explain on a separate page and include with this application.

Mercer County Schools does not discriminate on the basis of sex, race, color, religion, disability or national origin in employment. Mercer County Schools is an Equal Opportunity Employer.

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 perefer each position (i.e. Cook II, Bluewell School, priority #1, Cook II, Athens School, Priority #2).

DATE: _____

OFFICE USE ONLY
Date: _____
Received By: _____

MERCER COUNTY SCHOOLS
1403 Honaker Avenue
Princeton, WV 24740

JOB#_____

TO WHOM IT MAY CONCERN:

PLEASE ACCEPT THIS AS MY LETTER OF INTENT FOR THE POSITION OF

_____ **AT** _____

FOR TEACHING POSITIONS: I AM CURRENTLY FULLY CERTIFIED IN:

_____

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) . _____ PRIORITY # _____

PRINT NAME: _____ _____ _____

FIRST MIDDLE INTITAL LAST

ADDRESS:
CITY & STATE:
PHONE NUMBER:

☐ **CURRENT EMPLOYEE** **LOCATION:**

EMPLOYEE ID# MUST HAVE ID NUMBER TO HAVE LETTER OF INTENT PROCESSED **95100** _____

☐ **CURRENT SUBSTITUTE**

SUBSTITUTE ID# MUST HAVE ID NUMBER TO HAVE LETTER OF INTENT PROCESSED **95100** _____

☐ **NEW APPLICANT** **If checked, is application on file?** ☐ **Yes** ☐ **No**

NOTE: Specialized training must accompany each Letter of Intent. If not available you have 48 hrs. after the job closes to get this information into the personnel office. (We prefer this information be emailed.) **Letters of Intent can be emailed to: boe2.merc@access.k12.wv.us**