EMPLOYMENT APPLICATION
PROFESSIONAL EDUCATOR

Mercer County Schools
1403 Honaker Avenue
Princeton, West Virginia 24740
(304) 487-1551 Fax: (304) 425-3893

APPLICATION PROCESS

We at Mercer County Schools appreciate your interest in our system and our students. **APPLICATIONS WILL NOT BE CONSIDERED UNTIL ALL REQUESTED INFORMATION HAS BEEN RECEIVED.** When submitting your complete application, it is your responsibility to:

- Complete the application.
- Send at least 3 references, one of which must be from your present or last employer or your student teaching supervisor if you're a beginning teacher. References from relatives or friends are not acceptable. Reference forms are enclosed for your use. Reference forms should be sent directly to Mercer County Schools Personnel Department. If you have an up-to-date college or university placement file containing references, you may use it in place of the references forms enclosed.
- Have your college transcript(s) showing **DATE DEGREE GRANTED** sent to Mercer County Schools Personnel Department. If you send an incomplete transcript initially, please have a complete one sent when issued.
- Send a copy of your West Virginia Teaching Certificate. If you are a new graduate, obtain a letter from your college stating that you have met all requirements for West Virginia certification while we wait for your certificate to be issued. If you are from out of state, please send a copy of your certificate as issued from that state or documentations that a West Virginia Certificate has been applied for.
- All **SPECIALIZED TRAINING** must be submitted if applicable.
- Send a copy of your latest official evaluation if applicable, (i.e., out of state and county teaching evaluations). Recent graduates, please send student teaching evaluations.
- **PLEASE NOTE:** ***When applying for professional positions all information that relates to specialized training, evaluations, or letters submitted by the principal or Central Office employees will be accessed by interviewers, (i.e. principals and faculty senate committees).***

It is your responsibility to notify Mercer County Schools, by Letter of Intent, of your interest in being considered for any position opening advertised by Mercer County Schools. All Letters of Intent must be received by the closing date of each posting. Letter of Intent can be accessed by clicking on http://boe.merc.k12.wv.us/?q=node/27 . **Specialized training must be submitted with each Letter of Intent.**

A completed application remains on file from May 1, to May 1. Each spring all applications one year old or more will be discarded unless the applicant notifies the Personnel Department, in writing, to keep the application active. Please keep the Personnel Office informed of any address changes, telephone or certification changes.

If have any questions concerning the application process, please call the Personnel Department at (304)487-1551, ext. 1202. Thank you for your interest in Mercer County Schools. All applications can be emailed to **boe2.merc@access.k12.wv.us** **Also all official transcripts must be sent directly to Carolyn Brown at cbrown@k12.wv.us**

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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.

Date: _____

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

Address: _____

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

Phone Number: _____

Social Security Number: _____

Email Address: _____

Retired Employee	☐
New Applicant	☐
5202	☐

CERTIFICATION

West Virginia law requires that all teachers, principals, and other professional school personnel hold a West Virginia Certificate. It is your responsibility to obtain and maintain your certificate in a current status.

Do you hold a valid West Virginia Certificate? **YES** ☐ **NO** ☐ **PENDING** ☐

- **If yes, please enclose a copy.**

It is your responsibility to notify Mercer County Schools if you are eligible to obtain a Permit in any area for which you are applying but do not hold a valid certification.

Please list other states in which you hold a valid teaching certificate: (Please send a copy):

EDUCATIONAL PREPARATION

Level of Education	Name of School or University	State	Field of Study	Type of Degree	Graduation Date and GPA		Date of Attendance
High School							
College							

STUDENT TEACHING

If student teaching has been within the past three years, please supply the following information:

School:			**Address:**		
Grade or Subject:		**Date: From**		**To**	
Cooperating Teacher:				**Phone#**	
Cooperating Teacher:				**Phone#**	
Cooperating Teacher:				**Phone#**	

School:			**Address:**		
Grade or Subject:		**Date: From**		**To**	
Cooperating Teacher:				**Phone#**	
Cooperating Teacher:				**Phone#**	
Cooperating Teacher:				**Phone#**	

TEACHING EXPERIENCE

(List chronologically – **Do Not** include substitute teaching)

Name of School	County	State	Position Held	Date	Total Years	Phone #	Supervisor

REFERENCES

It is the applicant's responsibility to have the following information provided to Mercer County Schools in order to be considered for employment:

The names of at least three reference sources must be provided and must include current employer if employed, or last employer if not currently employed. References from relatives or persons who can evaluate only your personality and character are not acceptable.

Applicants who will be graduating as teachers must include references from their student teaching supervisor(s) and cooperating teacher(s).

Name of Reference	Position/Relationship	Address	Phone Number

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 had a teaching certificate suspended or revoked?
☐	☐	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 your answer to any of the above questions is yes, please explain on a separate page and include with this application.

RELATED ACTIVITIES

Please list below those school activities in which you are interested in and which you are qualified to supervise, coach, or direct. Please be specific about coaching experience.

WORK EXPERIENCE OTHER THAN TEACHING

(List chronologically)

Employer	Address/Phone	State	Kind of Work	Date of Employment	Supervisor

ADDITIONAL INFORMATION

Please use all or part of the space below to give, in your own words, whatever additional information you would like to share about yourself. This information could be short autobiography, additional information regarding your educational background, your preparation, experience, interests and hobbies, recreational activities, or other activities.

The undersigned application hereby expressly authorizes the Mercer County Board of Education, its agents, and its employees to make any investigation of my personal or employment history, expressly including, but not limited to, federal and/or state criminal, law enforcement, or traffic records, which may include confirmation by fingerprint identification. I further authorize any former employer, person, firm, corporation, credit agency, administrative body, or governmental agency to give to the Board of Education, its agents, or its employees any information they may have regarding me. In consideration of the review of my employment application by the Board of Education, its members, officers, agents, or its employees, I hereby release the Mercer County Board of Education and any and all providers of information to whom this release is sent, from any liability as a result of furnishing or receiving this information. A copy of this consent and release shall be considered as a duplicate original.

I have read the information contained in the application, carefully and certify that the information I have given is correct and complete. I understand that if I am employed, false statements on this application shall be considered sufficient cause for dismissal.

Signature: Date:

All applications can be emailed to: **boe2.merc@access.k12.wv.us**

Mercer County Schools is an equal opportunity employer and does not discriminate on the basis of race, color, sex, age, disability, or national origin.

Thank You For Your Interest In Working With Mercer County Schools

Mercer County Schools

Personnel Department
1403 Honaker Avenue
Princeton, West Virginia 24740

INSTRUCTIONAL PERSONNEL REFERENCE FORM

TO THE APPLICANT:

Complete the application section and direct this form to an individual used as a reference.

Name: _____ **Date:** _____

I agree to waive my rights to access my reference's response.

_____
Applicant's signature **Witness**

TO BE COMPLETED BY REFERENCE: **PERSONAL**

Check each item in the space provided.	Superior	Above Average	Average	Below Average	Unsatisfactory	N/A
Character	☐	☐	☐	☐	☐	☐
Health, Vigor, Physical Energy	☐	☐	☐	☐	☐	☐
Dependability	☐	☐	☐	☐	☐	☐
Initiative and Self Reliance	☐	☐	☐	☐	☐	☐
Personality	☐	☐	☐	☐	☐	☐
Patience	☐	☐	☐	☐	☐	☐
Tactfulness, Judgment, Common Sense	☐	☐	☐	☐	☐	☐
Promptness/Attendance	☐	☐	☐	☐	☐	☐
Responsibility	☐	☐	☐	☐	☐	☐
Competence-General Intelligence	☐	☐	☐	☐	☐	☐
Enthusiasm Toward Work and Life	☐	☐	☐	☐	☐	☐
Appearance/Neatness	☐	☐	☐	☐	☐	☐
PROFESSIONAL / GENERAL TEACHING TRAITS						
Knowledge/Understanding of Subject	☐	☐	☐	☐	☐	☐
Skill in Instructional Techniques	☐	☐	☐	☐	☐	☐
Time Management	☐	☐	☐	☐	☐	☐
Behavioral Management	☐	☐	☐	☐	☐	☐
Interaction with Students	☐	☐	☐	☐	☐	☐
Respect for Dignity of Students	☐	☐	☐	☐	☐	☐
Interaction with Parents	☐	☐	☐	☐	☐	☐
Interaction with Co-workers	☐	☐	☐	☐	☐	☐
Cooperation and Loyalty	☐	☐	☐	☐	☐	☐
Professional Interest and Growth	☐	☐	☐	☐	☐	☐
Scholarship	☐	☐	☐	☐	☐	☐
Leadership Qualities	☐	☐	☐	☐	☐	☐
Daily Preparation	☐	☐	☐	☐	☐	☐
Attention to reports, Records, etc.	☐	☐	☐	☐	☐	☐
Care of Room	☐	☐	☐	☐	☐	☐
Long Range Planning	☐	☐	☐	☐	☐	☐
Teaching Results	☐	☐	☐	☐	☐	☐
Creativity	☐	☐	☐	☐	☐	☐
Oral Presentation Skills	☐	☐	☐	☐	☐	☐
Interest in General School Activities	☐	☐	☐	☐	☐	☐

How long have you (A) known the applicant and (B) in what capacity? (Please check those that apply).

A. ☐ **Less Than One Year** ☐ **One Year**
☐ **Two Years** ☐ **More than Two Years**

B. ☐ **Student** ☐ **Employee directly/indirectly under my supervision**
☐ **Educational Associate** ☐ **Friend**

C. ☐ **Other (Please Explain):**

Applicant's dates of service: From: _____ **To:** _____
Month/Year **Month/Year**

Subject/Grade Taught: _____

If former employee, reason for leaving: _____

Would you employ or re-employ? ☐ **YES** ☐ **NO**

Additional Comments: _____

Recommendation for Employment

☐ **Enthusiastically Recommended** ☐ **Recommend** ☐ **Recommend with Reservation** ☐ **Do Not Recommend**

SIGNATURE:	
NAME:	
POSITION:	
ADDRESS:	
PHONE:	
DATE:	

AFTER COMPLETING THIS REFERENCE, PLEASE FORWARD TO:

Mercer County Board Of Education
Attn: Personnel Department
1403 Honaker Avenue
Princeton, West Virginia 24740