DATE: _____

OFFICE USE ONLY

Date: _____

Received By: _____

MERCER COUNTY SCHOOLS
1403 Honaker Avenue
Princeton, WV 24740

MEMO #_____

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 , Also all official transcripts must be sent directly to Carolyn Brown at cbrown@k12.wv.us

REVISED 2013