

# APPLICATION FOR EMPLOYMENT SERVICE

MINGO COUNTY SCHOOLS  
**Nell Hatfield, Director of Human Resources**  
 RT. 2, BOX 310  
 WILLIAMSON, WV 25661  
 (304) 235-3333

**INSTRUCTIONS:**

1. COMPLETE AND RETURN APPLICATION TO HUMAN RESOURCES OFFICE.
2. PROVIDE COPY OF HIGH SCHOOL DIPLOMA OR GED CERTIFICATE.
3. PROVIDE COPY OF COLLEGE TRANSCRIPT OR VOCATIONAL TRAINING. (IF APPLICABLE)

As required by federal laws and regulations, the Mingo County Board of Education does not discriminate on the basis of sex, color, religion, handicapping condition, age and national origin in employment and in the administration of any of its education programs and activities. Inquiries may be directed to Title IX Coordinator, Mingo County Board of Education, Route 1 Box 310, Williamson, WV 25661, (304) 235-3333; Jim Parker, Section 504 Coordinator, Mingo County Board of Education, Route 1 Box 310, Williamson, WV 25661, (304) 235-3333; to the Elimination of Sex Discrimination Program Coordinator, 348-7864; or to the U.S. Department of Education's Director of the Office for Civil Rights (215) 596-6795.

**(PLEASE PRINT)**

POSITION APPLIED FOR	DATE OF APPLICATION
HAVE YOU EVER BEEN AN EMPLOYEE OF MINGO COUNTY SCHOOLS? <input type="checkbox"/> YES <input type="checkbox"/> NO	NAME ON RECORDS

**PERSONAL**

LAST NAME	FIRST	MIDDLE	MAIDEN
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<b>SOCIAL SECURITY NUMBER</b>	
PRESENT ADDRESS	PHONE ( ) -
EMAIL ADDRESS	CELL PHONE ( ) -

<b>ARE YOU UNDER CONTRACT TO ANOTHER SCHOOL SYSTEM?</b>		
<b>YES</b>	<b>NO</b>	<b>RELEASE DATE:</b>
<b>WOULD YOU CONSIDER PART-TIME EMPLOYMENT?</b>		
<b>YES</b>	<b>NO</b>	
<b>WHEN WILL YOU BE AVAILABLE TO BEGIN WORK?</b>		

**EDUCATIONAL INFORMATION**

<b>EDUCATION</b>	<b>NAME AND ADDRESS OF SCHOOL</b>	<b>DATE OF GRADUATION</b>	<b>DEGREE/MAJOR</b>
<b>HIGH SCHOOL</b>			
<b>COLLEGE</b>			
<b>COLLEGE</b>			
<b>VOCATIONAL TRAINING</b>			

**WORK EXPERIENCE**

<b>EMPLOYER</b>	<b>ADDRESS OF EMPLOYER</b>	<b>POSITION</b>	<b>REASON FOR LEAVING</b>

**REFERENCES**

**(GIVE THE NAME OF THREE PERSONS NOT RELATED TO YOU, WHOM YOU HAVE KNOWN AT LEAST ONE YEAR)**

<b>NAME</b>	<b>ADDRESS/PHONE</b>	<b>BUSINESS</b>	<b>YEARS KNOWN</b>

## BACKGROUND CHECK AND INFORMATION

In addition to the following information, a thorough background check may be made at the option of the Board.

If additional space is needed, begin your explanation here and attach additional sheets and clearly identify as Background Check and Information: A, B, C, D, and E respectively.

**“YES” answers to the following questions will not be necessarily result in denial of employment. The District will consider all the circumstances, including the date and nature of events, which have led to the actions described below. Your written explanation will assist the District in determining your eligibility and suitability for employment.**

- A. Have you ever been arrested for, charged with, convicted of, admitted committing, pleaded no contest, or are you awaiting trial for any crime (excluding only minor traffic violations not involving any allegation of drug or alcohol impairment)? You must answer “YES” even if the matter was later dismissed, deferred, reversed, vacated or expunged. If you answer “YES” you must provide dates of the proceedings, the name and address of the court where the proceedings occurred, a statement of the accusation against you and the final disposition of the case(s) including a judgment order, final order, magistrate court documentation, or any other relevant court documentation.

YES \_\_\_\_\_ NO \_\_\_\_\_

Explanation:

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- B. Have you ever been dismissed (fired) from any job, or resigned at the request of the employer, or while charges against you or an investigation of your behavior were pending? You must answer “YES” even if the matter was later resolved with any form of settlement or severance agreement, regardless of its terms. If you answer “YES” you must provide the date of termination of employment, the name, address and telephone number of the employer(s) and a statement of the alleged reasons for termination.

YES \_\_\_\_\_ NO \_\_\_\_\_

Explanation:

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- C. Have you ever been disciplined, reprimanded, or suspended from any employment because of allegations of misconduct? You must answer “YES” even if the matter was later resolved with any form of settlement or severance agreement, regardless of its terms. If you answer “YES” you must provide the date of employment action, the name, address and telephone number of the employer(s) and a statement of the alleged reasons for the action.

YES \_\_\_\_\_ NO \_\_\_\_\_

Explanation:

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D. Are you now being investigated for any alleged misconduct or other alleged grounds for discipline by any licensing, certification or other regulatory body (teacher certification or otherwise) or by your current or any previous employer? If you answer "YES" you must provide the name, address and telephone number of the employer or licensing body and a statement of the accusations against you.

YES \_\_\_\_\_ NO \_\_\_\_\_

**Explanation:**

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**IN CASE OF EMERGENCY NOTIFY**

NAME	ADDRESS	PHONE

**CONSENT TO CONDUCT BACKGROUND INVESTIGATION, AUTHORIZATION AND RELEASE**

I have made application for a position with Mingo County Schools (District). I understand that in order for the District to determine my eligibility, qualifications and suitability for employment, the District will conduct a background investigation if I am considered for the position. This investigation may include, but is not limited to, inquiries of present and former employers, schools, law enforcement agencies, government agencies, including all entities which have information relating to my employment history, evaluations, plans of improvement, documentation of disciplinary action, reasons for non-rehire, special training and education.

I hereby authorize and request any person or other entity, including, but not limited to, present and former employers, schools attended, law enforcement agencies, government agencies, including all entities which have information relating to my employment history, evaluations, plans of improvement, documentation of disciplinary action, reasons for non-rehire, special training and education to furnish a representative of the Board of Education of the County of Mingo with any and all information and copies of records in their possession regarding me. By signing below, I hereby release and hold harmless the Board of Education of the County of Mingo, its members, officers, employees, and agents and any person or entity responding to a request for information pursuant to this **Consent to Background Investigation, Authorization and Release** and their members, officers, employees and agents from claims arising out of or in any connection with their legitimate gathering or disclosure of information as authorized by this **Consent to Background Investigation, Authorization and Release**. I agree that a photocopy or facsimile copy of this **Consent to Background Investigation, Authorization and Release** may be accepted with the same authority as an original.

I authorize investigation of all statements on the application form and other materials provided as part of my application for this position.

Applicant's Name \_\_\_\_\_ SS# \_\_\_\_\_

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

## ACKNOWLEDGMENT OF APPLICANT

**Read this paragraph carefully before signing this application**

I hereby certify that have not knowingly withheld any information that might adversely affect my chances for employment with Mingo County Schools and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or any other document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

I acknowledge that this application, when submitted, shall become property of Mingo County Schools.

I, \_\_\_\_\_, swear or affirm under the penalty of perjury that all information provided in or with this application is true, correct, and complete to the best of my knowledge.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF APPLICANT