

PUTNAM COUNTY SCHOOLS

APPLICATION FOR EXTRA-DUTY ASSIGNMENT

(A separate application must be submitted for each position for which you are applying.)

Name: _____
Last First MI

Address: _____

Social Security Number: _____ **Telephone Number:** _____

Position Being Applied For: _____ **School:** _____

Please respond to the following questions.

1. Are you employed as a full-time professional educator with Putnam County Schools?
Yes ___ No ___
If so, when were you initially employed as a full-time professional educator in Putnam County?
(Do not include substitute teaching experience.) Month and Year _____
2. Are you employed as a full-time professional educator in another county? Yes ___ No ___
If so, in what county? _____
3. Are you currently employed as a substitute teacher? Yes ___ No ___
If so, in what county(ies)? _____
4. Are you currently employed as a full-time service employee for Putnam County Schools?
Yes ___ No ___
If so, what is your position? _____
5. Are you a new applicant? Yes ___ No ___
If so, have you submitted a completed job application to the Personnel Office within the last 18 months? Yes ___ No ___

For professional educators only:

6. Endorsements on Professional Certificate _____

For coaching positions only:

7. Are you a United States citizen? Yes ___ No ___
8. Do you hold a minimum of a high school diploma or GED? Yes ___ No ___
9. Have you completed the WVSSAC Coaching Clinic and passed the first aid and coaching principles tests? Yes ___ No ___ If "Yes", copies of certificates must be submitted.

10. Have you ever been convicted of a felony or misdemeanor (excluding minor traffic citations)?

Yes ____ No ____

If the answer is "Yes", a copy of relevant court documentation must be submitted.

11. Are you currently under indictment for a felony? Yes ____ No ____

If the answer is "Yes", documentation related to the indictment must be submitted.

EXTRA-DUTY ASSIGNMENTS CURRENTLY HELD

I currently hold the extra-duty assignments identified below. I understand that in order to be considered for the extra-duty position for which I am applying, my resignation from any other extra-duty assignment that conflicts with this position will be necessary.

Currently Held Extra-Duty Assignments: _____

Signature: _____ Date: _____

RESIGNATION

My selection as the successful candidate for this position will conflict with my current extra-duty assignment as the _____ at _____ School. If I am chosen for this position, please accept my signature below as my resignation from the position identified above so that I can accept this new position.

Signature: _____ Date: _____