

**Putnam County Board of Education**  
**77 Courthouse Drive**  
**Winfield, WV 25213**  
**Phone: 304-586-0500**



Dear Applicant:

Thank you for your interest in Putnam County Schools. All items on the application checklist should be received by us before you are eligible for employment. Please submit your application as soon as possible so a file can be created for your forthcoming documents. If you desire to do substitute teaching, please so indicate when you return your application to us. After we have received all items on the application checklist, you will be called for an interview for substitute teaching.

Regular positions are advertised periodically for a period of five (5) days, via the Job announcement Hotline, which can be reached by dialing (304) 586-0500, extension 3. You may also search for vacancies on our website at [www.putnamschools.com](http://www.putnamschools.com). Should you desire to apply for an advertised position (s), please complete the form titled Professional Vacancy Application for each position for which you desire to be considered.

Transfers within the county will be considered first. If you are being considered for a position, you may be contacted for an interview.

If I can be of further assistance. Please let me know.

Sincerely,

John G. Hudson  
Superintendent



# Professional Application

77 Courthouse Drive  
Winfield, WV 25213  
Phone: 304-586-0500

*The Putnam County Board of Education is an Equal Opportunity Employer.*

This application must be complete and accurate. Applications are maintained for **18 months**. If you are interested in employment after that time, you must notify the Personnel Office that you want your application to remain active for another 18 months. **An updated résumé must be submitted.**

-----**Personal Data**-----

Name \_\_\_\_\_ Social Security Number \_\_\_\_\_

Present Address \_\_\_\_\_ Telephone Number \_\_\_\_\_  
\_\_\_\_\_

Permanent Address \_\_\_\_\_ Telephone Number \_\_\_\_\_  
(If different) \_\_\_\_\_

Are you a United States citizen? Yes \_\_\_ No \_\_\_

Do you have any physical limitations that would affect your ability to perform the functions of the job(s) for which you have applied? Yes \_\_\_ No \_\_\_ If "Yes", please identify \_\_\_\_\_

Have you ever been convicted of a felony or misdemeanor (excluding minor traffic citations)? Yes \_\_\_ No \_\_\_  
If "Yes", a copy of relevant court documentation must be submitted.

Are you currently under indictment for a felony? Yes \_\_\_ No \_\_\_ If "Yes", documentation related to the indictment must be submitted.

-----**Position(s) for Which You Are Applying**-----

Teaching \_\_\_\_\_ Administrative \_\_\_\_\_ Counseling \_\_\_\_\_ Other \_\_\_\_\_

Would you accept any position for which you qualify? \_\_\_\_\_ Preferred Area or Location: \_\_\_\_\_

Are you interested in substitute teaching? \_\_\_\_\_

-----**Certification**-----

Do you hold a valid West Virginia Professional Certificate? Yes \_\_\_ No \_\_\_

Endorsements \_\_\_\_\_ Expiration Date \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you hold a certificate in another state? Yes \_\_\_ No \_\_\_ Endorsements \_\_\_\_\_

State \_\_\_\_\_

-----**Educational and Professional Training**-----

Level	Name of School(s) Attended	Location	Dates Attended	Degree, Diploma or Number of Credits Received

**An official college/university transcript must accompany this application.**

Prizes, honors, scholarships or fellowships awarded during your educational preparation: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Intramural, interscholastic, intercollegiate sports in which you participated: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

High school and/or college extracurricular activities such as class offices, fraternal organizations, musical organizations, committees, student council, dramatics, publications: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

-----**Educational Experience**-----

(List current employment first, if applicable)

Name of School	Location	Grades or Subjects	Dates		Principal
			From	To	

Total Number of Years of Educational Experience (One year equals 133 days within the same school year):  
 \_\_\_\_\_

Educational organizations to which you currently belong: \_\_\_\_\_

\_\_\_\_\_

Extracurricular activities that you can direct: \_\_\_\_\_

\_\_\_\_\_

-----**Non-Educational Work Experience**-----

(List current employment first, if applicable)

Name of Firm	Address	Position	Dates Worked	
			To	From

-----**Military Experience**-----

Branch of Service \_\_\_\_\_ Enter Date \_\_\_\_\_ Discharge Date \_\_\_\_\_

Citations \_\_\_\_\_

-----**Miscellaneous**-----

If you are not currently employed, why did you leave your last position? \_\_\_\_\_

\_\_\_\_\_

Are you a resident of Putnam County? \_\_\_\_\_ If "Yes", for how long? \_\_\_\_\_

Why do you wish to be employed by Putnam County Schools? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

-----References-----

**New Teachers:** Please provide the name of your supervising teacher(s), college supervisor, a member of the Education Department at your college/university and a college professor in your content area.

**Experienced Teachers:** Please provide the name of superintendents, principals and supervisors under whom you have served.

Name	Address	Position

If there is additional information that you wish to provide, please feel free to submit it with your application.

**Please write a concise explanation of why you chose education as a career.**

---



---



---



---



---

-----Affirmation and Signature-----

I swear or affirm, under the penalty of perjury, that all information provided on or with this application is true, correct and complete to the best of my knowledge. I understand that any false statements, misrepresentations or omissions of fact on or with this application may result in my ineligibility for employment or dismissal.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

NOTICE OF NONDISCRIMINATION

Applicants for employment are hereby notified that the Putnam County Board of Education supports equal employment opportunity. The Board's policies, rules and regulations shall be applied without regard to race, color, creed, national origin, sex, marital status, age, disability or membership in any employee organization.