

PROFESSIONAL PERSONNEL APPLICATION CHECKLIST

The items in bold print must be received by the Putnam County Personnel Office in order for your application to be considered complete:

- _____ **OFFICIAL TRANSCRIPT(S) OF COLLEGE CREDIT**

- _____ **THREE LETTERS OF REFERENCE** – The letters must be sent from reference source. Hand carried copies will not be accepted. References from former and/or current employers, if applicable, must be included.

- _____ **STUDENT TEACHING AND/OR TEACHING EXPERIENCE EVALUATIONS**– The evaluations must be sent from the college and/or school district through which the evaluation was completed.

- _____ **RESULTS OF BASIC SKILLS, CONTENT AND PROFESSIONAL EDUCATION TESTS, IF APPLICABLE.**

- _____ **VALID WEST VIRGINIA TEACHING CERTIFICATE** – A copy is acceptable until the applicant is employed.

- _____ **PLACEMENT FILE** – This file must be sent from the college or university.

- _____ **CURRENT RÉSUMÉ**

- _____ **FBI/STATE CRIMINAL INVESTIGATION BUREAU CHECK** –At the time you are to be recommended for employment, you must be fingerprinted for a criminal background check **unless you have been printed within the last 3 months and have signed a release form with the West Virginia Department of Education.** You will be asked to bring your driver’s license and social security card with you to the Personnel Office at the time the fingerprinting is done.

- _____ **EMPLOYMENT ELIGIBILITY VERIFICATION** - At the time you are to be recommended for employment, you must complete this form. You will be asked to bring your driver’s license and social security card with you to the Personnel Office for review.