

**PUTNAM COUNTY SCHOOLS**  
 77 Courthouse Drive  
 Winfield, WV 25213  
 An Equal Opportunity Employer

**SERVICE PERSONNEL APPLICATION**

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.

**Section I: Applicant Information**

Name   
 Last                      First                      Middle

Social Security Number

Current Address

Telephone Number

Length of time at this address

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.

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

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

**Section II: Position(s) Desired**

Please identify the position(s) for which you wish to be considered:

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Classroom Aide      | <input type="checkbox"/> General Maintenance Worker | <input type="checkbox"/> Secretary/Accountant |
| <input type="checkbox"/> Computer Specialist | <input type="checkbox"/> Mechanic                   | <input type="checkbox"/> Truck Driver         |
| <input type="checkbox"/> Cook                | <input type="checkbox"/> School Bus Operator        | <input type="checkbox"/> Warehouse Clerk      |
| <input type="checkbox"/> Custodian           |   |   |

Please indicate if you are interested in: Full-time only \_\_\_\_ Substitute only \_\_\_\_ Full-time or Substitute \_\_\_\_  
 Date Available to Work: \_\_\_\_\_ West Virginia Driver's License Number \_\_\_\_\_  
 (Required only for school bus operator position)

**Section III: Education**

	Dates Attended	Name of School	City, State	Major Course of Study	Graduation Date (If applicable)
<b>High School</b>					
<b>Vocational</b>					
<b>College</b>					
<b>Other</b>					

**Section IV: Military Service**

Branch of Service \_\_\_\_\_

Dates of Active Duty \_\_\_\_\_

**Section V: Current/Previous Employment Information**

Please list your current employer, if applicable, first.

Name and Address of Employer	Position	Dates of Employment	Supervisor	Reason for Leaving

List any skill, experiences or qualifications that you believe make you eligible for the position(s) for which you have applied. \_\_\_\_\_  
\_\_\_\_\_

Have you been employed previously by Putnam County Schools? Yes \_\_\_ No \_\_\_ If so, when? \_\_\_\_\_

**Section VI: References**

Please identify two references who can be contacted.

Name \_\_\_\_\_

Name \_\_\_\_\_

Business Address \_\_\_\_\_

Business Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

Telephone Number \_\_\_\_\_

Home Address \_\_\_\_\_

Home Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

Telephone Number \_\_\_\_\_

**Section VII: Affirmation and Signature**

I, \_\_\_\_\_, affirm that all information provided on this application is true and accurate to the best of my knowledge. I understand that falsifying any of this information may result in my ineligibility for employment or dismissal.

Date \_\_\_\_\_

Signature \_\_\_\_\_

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..