

**PUTNAM COUNTY SCHOOLS  
SERVICE PERSONNEL APPLICATION CHECKLIST**

**The Personnel Office must receive the first three items before you will be considered for employment.** The other items will be required upon recommendation for employment.

\_\_\_\_\_ **PROOF OF HIGH SCHOOL GRADUATION OR G.E.D.** – A transcript or copy of a diploma is required.

\_\_\_\_\_ **CURRENT RÉSUMÉ**

\_\_\_\_\_ **THREE LETTERS OF REFERENCE** – The letters must be sent directly from the reference source. References from former employers must be included.

\_\_\_\_\_ **VERIFICATION OF PASSING COMPETENCY TEST SCORE(S)**

\_\_\_\_\_ **CRIMINAL INVESTIGATION BUREAU** – At the time you are to be recommended for employment, you must be fingerprinted for a criminal background check. 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.

\_\_\_\_\_ **COLLEGE CREDIT** - If you have completed college credit, please indicate your educational level. An official seal-bearing transcript must be provided.

\_\_\_\_\_ 6 semester hours of college credit \_\_\_\_\_ 120 semester hours of college credit  
\_\_\_\_\_ 12 semester hours of college credit \_\_\_\_\_ Associate Degree  
\_\_\_\_\_ 18 semester hours of college credit \_\_\_\_\_ Bachelor's Degree  
\_\_\_\_\_ 24 semester hours of college credit \_\_\_\_\_ Master's Degree  
\_\_\_\_\_ 36 semester hours of college credit \_\_\_\_\_ MA+15  
\_\_\_\_\_ 48 semester hours of college credit \_\_\_\_\_ MA+30  
\_\_\_\_\_ 60 semester hours of college credit \_\_\_\_\_ MA+45  
\_\_\_\_\_ 72 semester hours of college credit \_\_\_\_\_ MA+60  
\_\_\_\_\_ 84 semester hours of college credit \_\_\_\_\_ Doctorate Degree  
\_\_\_\_\_ 96 semester hours of college credit  
\_\_\_\_\_ 108 semester hours of college credit

\_\_\_\_\_ **POST-SECONDARY VOCATIONAL TRAINING** – If you have completed post-secondary vocational training, a transcript or diploma reflecting the clock hours of training must be submitted. Please note that employment with Putnam County Schools requires a minimum of a high school diploma or GED and passage of the appropriate competence test(s).

By law, applicants are considered for employment in the following order:

1. Regularly employed service personnel in the same classification;
2. Service personnel in the classification whose employment has been discontinued in accordance with West Virginia Code §18A-4-8b
3. Regular service personnel in other classifications
4. Regular service personnel in other classifications who employment has been discontinued in accordance with West Virginia Code §18A-4-8b
4. Substitute service personnel;
5. New service personnel.