

Upshur County Schools
102 Smithfield Street
Buckhannon, WV 26201
304-472-5480

Office Use Only
_____ Location
_____ Hire Date
_____ Pay Grade
_____ Experience
_____ Other
_____ 1 st Day of Work

SERVICE PERSONNEL VACANCY BID SHEET

All items must be completed.

Posting # _____ Position _____

Are you a current full time employee of Upshur County Schools? _____ Yes _____ No
Are you a current substitute employee of Upshur County Schools? _____ Yes _____ No

Name: _____ Soc. Sec. #: XXX-XX-_____

Address: _____ Email: _____

City _____ State _____ Zip _____ Phone: _____

1. Total years' experience in the job for which you are applying. _____
2. Describe your experience in the posted position. _____

3. Education (Check highest level completed):
_____ High School Diploma/GED/TASC _____ Attended college but did not complete
_____ Vocational/Technical Training _____ Associates Degree
_____ College Graduate – Indicate Degree Earned: _____

4. Describe any specialized training you have in the position. _____

5. Are you a current full time employee of Upshur County Schools? _____ Yes _____ No
If yes, in what capacity? _____ Full Time _____ Substitute How many years? _____

6. Do you have satisfactory evaluations over a two year period? _____ Yes _____ No
Where were the evaluations completed? _____

7. Have you ever been convicted of any of the following:
Misdemeanor _____ Yes _____ No If yes, explain: _____
Felony _____ Yes _____ No If yes, explain: _____

8. Have you ever been terminated from employment or resigned from a position as an agreement not to be terminated?
_____ Yes _____ No If yes, explain: _____

By signing this form, I am confirming that the information above is truthful and accurate. ANY misinformation shall be grounds to remove this application or result in a recommendation of termination of employment in the Upshur County Board of Education.

Signature: _____ Date _____

“As required by federal laws and regulation, the Upshur County Board of Education does not discriminate on the basis of sex, race, color, religion, handicapping condition, or national origin in employment or in its educational programs and activities. Inquiries may be referred to the Title IX Coordinator, Upshur County Board of Education, 102 Smithfield Street, Buckhannon, West Virginia 26201, phone no. 304-472-5480; or to the Section 504 Coordinator, Upshur County Board of Education, 102 Smithfield Street, Buckhannon, West Virginia, 26201, phone no. 304-472-5480; to the State

Elimination of Sex Discrimination Project Coordinator, phone no. 304-558-7867; or to the U.S. Department of Education's Director of the Office for Civil Rights, phone no. (215) 596-6795."