

**PROFESSIONAL PERSONNEL
APPLICATION CHECKLIST**

The following items must be submitted or be on file in the personnel office before professional personnel can be employed.

- **TINE TEST FOR TUBERCULOSIS**

- **OFFICIAL TRANSCRIPT(S) OF ALL 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. For new graduates, a letter from the college certification officer verifying that all requirements for a West Virginia certificate have been met will be accepted until the licensure application has been approved by the WVDE.**

- **VERIFICATION OF PREVIOUS TEACHING EXPERIENCE, IF APPLICABLE**

- **CURRENT RESUME'**

- **COMPLETED WAYNE COUNTY TEACHING APPLICATION (enclosed)**

- **FBI/STATE CRIMINAL INVESTIGATION BUREAU CHECK - At the time you are interviewed for employment, you must be fingerprinted for a criminal background check. You will need to bring a \$20.00 money order made out to WV State Police and you must also bring your driver's license and social security card with you to the Personnel Office.**

- **I-9 EMPLOYMENT ELIGIBILITY VERIFICATION (enclosed)**

- **W-4 EMPLOYEE'S WITHHOLDING ALLOWANCE CERTIFICATE (enclosed)**

- **DRUG-FREE WORKPLACE VERIFICATION FORM (enclosed)**

Once you have all of the above listed items, you may call Dinah Ledbetter at 272-5116 ext. 333 to schedule an interview.