



Wayne County Board Of Education

Post Office Box 70
Wayne, West Virginia

Sandra Sturgell-Pertee
Superintendent

Telephone: (304) 272-5116

<http://boe.wayn.k12.wv.us/>

Fax: (304) 272-6500

PROFESSIONAL PERSONNEL APPLICANT 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 – Please call Morpho Trust, toll-free, at 1-855-766-7746 to set up an appointment. **The price for the West Virginia Department of Education (WVDE) check is \$45.35.** The West Virginia Department of Education check is for all new teachers wishing to apply for licensure in Wayne County. Morpho Trust accepts personal checks, money orders, and credit/debit cards. **The price for a state check is \$28.85.** The state check is for teachers with a valid license in West Virginia and coming to Wayne County.
- 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 Chanda Perry at 304-272-5116 ext. 333 to schedule an interview.