

SERVICE PERSONNEL APPLICATION
WAYNE COUNTY SCHOOLS

P.O. BOX 70
212 NORTH COURT STREET
WAYNE, WEST VIRGINIA 25570

TELEPHONE: 272-5116

DATE

I. PERSONAL DATA

Name _____ Social Security No. _____
 (Last) (First) (Middle)

Address _____
 (Street) (City) (State) (Zip Code)

Telephone No. _____

II. POSITION APPLIED FOR (ONE PER APPLICATION)

- | | | |
|-------------------------------------|--------------------------------------|---------------------------------------|
| <input type="checkbox"/> Aide | <input type="checkbox"/> Cook | <input type="checkbox"/> Mechanic |
| <input type="checkbox"/> Bus Driver | <input type="checkbox"/> Custodian | <input type="checkbox"/> Plumber |
| <input type="checkbox"/> Carpenter | <input type="checkbox"/> Electrician | <input type="checkbox"/> Secretary |
| <input type="checkbox"/> Clerk | <input type="checkbox"/> Laborer | <input type="checkbox"/> Truck Driver |

III. EDUCATION

Circle Highest Grade Completed: 1 2 3 4 5 6 7 8 9 10 11 12

High School _____ City and State _____

College or University _____ City and State _____

College Hours Completed _____ Major Subject _____

Technical or Professional Training _____

Name of Technical or Professional School _____

It is the policy of the Wayne County Board of Education not to discriminate on the basis of sex, race, color, national origin, age, handicap, religion, or political affiliation in its employment practices.

IV. SKILLS

SECRETARIES AND CLERKS

Applicants for clerical and secretarial positions only are to complete the following:

Do you type? _____Words per minute _____

Can you keep financial records? _____

What office machines can you operate? _____

AIDES

Applicants for aide positions only are to complete the following:

Do you have CPR Certification? _____

What office machines can you operate? _____

Have you experience working with or caring for children? _____ If answer is
yes, give details. _____

CUSTODIAL OR MAINTENANCE

Applicants for custodial or maintenance positions only are to complete the following:

Check job areas you feel you are qualified to perform or could perform with training.

	Am Qualified To Perform	Could Perform With Training
Air Conditioning.....	_____	_____
Carpentry.....	_____	_____
Custodian-General	_____	_____
Electrical	_____	_____
Heating	_____	_____
Laborer	_____	_____
Maintenance-General	_____	_____

Painting _____ _____
 Plumber _____ _____
 Truck Driver _____ _____

COOKS

Applicants for cook positions only are to complete the following:

Do you have experience in cooking for large groups? _____ If answer is yes,
 give details. _____

BUS DRIVERS

Applicants for positions of School Bus Driver will be accepted only from those persons who have read "Qualifications For The Employment of School Bus Operators" from the booklet West Virginia School Transportation Regulations as prepared and published by the West Virginia Department of Education.

Applicants for the position of School Bus Driver only need to answer the following question:

Are you qualified to meet the requirements of a school bus operator as set forth in the above described booklet? _____ .

V. REFERENCE

List references, naming persons or former employers who have personal knowledge of your character and ability.

Name	Address	Official Position
1.		
2.		
3.		
4.		

VI. WORK EXPERIENCE

Name of Firm	Address	Type of Position	From		To	
			Mo.	Yr.	Mo.	Yr.

VII. MILITARY EXPERIENCE

Branch of Service _____ Entered Service _____
(Date)

Discharged from Service _____ as _____
(Date) (Rank)

Places of Assignment _____

VIII. MISCELLANEOUS

Are you employed now? _____ Position? _____

By Whom? _____ Where? _____

List civic clubs, societies, organizations, in which you have or have had membership.

List hobbies or recreational activities you enjoy. _____

Please return application and resume to Superintendent, Wayne County Schools,
 P.O. Box 70, 212 North Court Street, Wayne, WV 25570

IX. INTERVIEW

Interviewed _____
(Date)

Comments: _____

Signature of Interviewer