



WV Regional Education Service Agencies

APPLICATION FOR EMPLOYMENT

INSTRUCTIONS:

1. Complete and return application.
2. Provide a copy of high school and/or college transcripts.
3. Provide copy of Teaching Certificate or other license/certification.
4. You will be contacted if an interview is needed.

RESAs are an equal opportunity employer and do not unlawfully discriminate in employment. No question on this application is used for the purpose of limited or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law. Equal access to employment, services, and programs is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of RESA.

OFFICE USE ONLY

Date Received:	
Date Interviewed:	Interviewed By:
Salary Classification:	Yrs Exp Verified:
Comments:	

PERSONAL	Last Name: _____ First: _____ Middle: _____ Maiden: _____
	Present Address: _____ Home Phone: _____ Other: _____
	City: _____ State: _____ Zip Code: _____ Social Security Number: _____
	Position Applying For: _____
	Have you ever been employed with any education agency? <input type="checkbox"/> Yes <input type="checkbox"/> No Other name(s) on record: _____ If yes, please explain.
	Are you under contract with another employer? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain.
	Have you ever been dismissed or asked to resign from any employment? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, enclose full explanation.
	Are you a citizen of the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No Do you have any objection to working flexible hours? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Have you ever pled "guilty" or "no contest" or been convicted of a felony or a misdemeanor? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, enclose full explanation and copies of court documentation.
	What is your current level of education? <input type="checkbox"/> High School <input type="checkbox"/> GED <input type="checkbox"/> AB <input type="checkbox"/> AB+15 <input type="checkbox"/> MA <input type="checkbox"/> MA+15 <input type="checkbox"/> MA+30 <input type="checkbox"/> MA+45 <input type="checkbox"/> PhD
Do you hold a valid West Virginia Teaching Certificate or any other license or certification? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Year and Type: _____	
Do you hold a valid Teaching Certificate or any other license or certification in another state? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, identify state(s), years and type.	
Has your license/certification ever been denied, suspended or revoked following allegations of misconduct? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, enclose full explanation and documentation.	

EDUCATIONAL TRAINING	High School(s) Attended	Name and Address of Institution:		Dates	Diploma		
					<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	College(s) Attended <i>attach pgs. if needed</i>	Name and Address of Institution:		Major	Minor	Dates	Degree
	Relevant Specialized Training						

REFERENCES

Name/Position or Title	Mailing Address	Phone

WORK EXPERIENCE

Work Experience					
Beginning with your current/last position, list in chronological order your work experience. Attach pages if needed.					
Employer	Position	Duties/Responsibilities	Dates	Supervisor	Phone

EMPLOYMENT RELATIONSHIP

A RESA may employ staff, as necessary, to perform services described in the RESA Strategic Plan and/or to operate demonstration, pilot or other projects that may require staff support services for effective implementation. Upon the recommendations of the RESA Executive Director and the State Superintendent of Schools, the West Virginia Board of Education will consider the approval of all regular full-time and regular part-time staff at the RESA after the majority of members of the Regional Council, by vote, verify that such employment is necessary for effective provision of regional services.

RESA is an at-will employer and as such there is no specified length of employment nor does this application constitute an agreement or contract for employment. Accordingly, either RESA or the employee may terminate the employment relationship at-will, at any time, with or without notice or cause, as long as there is no violation of applicable federal, state or local law(s) or regulation(s).

The information provided in this application is true, correct and complete.

I hereby authorize RESA to conduct, obtain and verify the accuracy of information contained in this application from all previous employers, educational institutions and references. I also hereby release from liability RESA and its representatives for seeking, gathering, and using such information to make employment decisions and all other persons or organizations for providing such information.

I understand that if I am employed, I will be required to provide satisfactory proof of identity and legal work authorizations and must submit to a security/background check, physical examination and drug/substance test. Failure to submit such proof, legal authorization and/or failure to pass such checks, exams and tests may result in immediate termination of employment, whenever it may be discovered.

I represent and warrant that I have read and full understand the foregoing, and that any misstatement, misrepresentation or omission of fact on this application may result in elimination from consideration for employment and/or termination of employment if already employed, whenever such misstatement, misrepresentation or omission may be discovered.

Date: _____ **Applicant Signature:** _____

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As required by local, state and federal laws and regulations, RESAs do not discriminate on the basis of sex, race, color, religion, handicapping condition, marital status, national origin or any other characteristic protected by law in its employment practices in any of its programs and activities.