

APPLICATION FOR SUBSTITUTE SERVICE EMPLOYMENT

cook custodian aide secretary maintenance

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

_____ *City State ZIP Code*

Phone: _____ E-mail Address: _____

Birth Date: _____ Social Security Number: _____ Posting Number: _____

Have you ever been charged with or convicted of a misdemeanor? YES NO If yes, explain _____

Have you ever been charged with or convicted with or under indictment for a felony? YES NO If yes, explain _____

Education

High School: _____ Address: _____
From: _____ To: _____ Did you graduate? YES NO Degree: _____

College: _____ Address: _____
From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____
From: _____ To: _____ Did you graduate? YES NO Degree: _____

References

Please list three references.

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Previous Employment

Company: _____ Phone: _____

Address: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

Company: _____ Phone: _____

Address: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

Company: _____ Phone: _____

Address: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

Experience

If applying for cook position, how many years in food service do you have?

Indicate type of food service (i.e., institutional, restaurant, etc.).

Do you have a foodhandlers card?

If applying for custodian, explain what experience you have in electric wiring, plumbing, painting, and general repair.

If applying for custodian, do you have difficulty climbing?

If applying for secretary position, what type of training do you have (typing, shorthand, bookkeeping, etc.) and number of years?

By signing this application, I verify that all information provided is truthful and accurate. Any misinformation shall be grounds to remove this application or result in a recommendation of termination of employment to the Upshur County Board of Education.

Signature: _____ Date: _____

As required by federal laws and regulations, 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 education program and activities. Inquiries may be referred to Title IX Coordinator, Upshur County Board of Education, 102 Smithfield Street, Buckhannon, West Virginia 26201, phone no. 304-472-5480; to 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 the U. S. Department of Education's Director of the Office of Civil Rights, phone no. 215-596-6795.