

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

INSTRUCTIONS:

1. Complete and return application
2. Provide a letter of application
3. Provide a resume
4. You will be contacted in 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 limiting 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.

Last Name:	First Name:	Middle:	Maiden:
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Present Address:	Home Phone: ()	Other: ()
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City:	State:	Zip:	Social Security Number:
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Position Applying For:

Have you ever been employed with any education agency? If yes, Explain. Where? When?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Other: Name(s) on records:
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Are you under contract to another agency or employer? If yes, Explain.	<input type="checkbox"/> Yes <input type="checkbox"/> No
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Have you ever been dismissed or asked to resign from any employment? If yes, enclose full explanation.	<input type="checkbox"/> Yes <input type="checkbox"/> No
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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
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Have you ever pled "guilty" or "no contest" or been convicted of a felony or misdemeanor? If yes, enclose full explanation and copies of court documentation.	<input type="checkbox"/> Yes <input type="checkbox"/> No
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What is your current education level? <input type="checkbox"/> High School Diploma <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? If yes, Year and Type:	<input type="checkbox"/> Yes <input type="checkbox"/> No
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Do you hold a valid Teaching Certificate or any other license or certification in another state? If yes, identify state(s). Year and Type:	<input type="checkbox"/> Yes <input type="checkbox"/> No
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Has your license/certification ever been denied, suspended or revoked following allegations of misconduct? If yes, enclose full explanation and documentation.	<input type="checkbox"/> Yes <input type="checkbox"/> No
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High School(s) Attended	Name and Address of Institution:	Dates	Diploma
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No

College(s) Attended (attach additional pages if needed)	Name and Address of Institution:	Major	Minor	Dates	Degree

Relevant Specialized Training	
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Reference Name/Position or Title	Reference Mailing Address	Phone

Work Experience

Beginning with your current/last position, list in chronological order your work experience. (Attach additional pages if needed)

Employer	Position	Duties/Responsibilities	Dates	Supervisor Name	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 and 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 a majority of the members of the Regional Council by vote verify that such employment is necessary for effectiveness 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 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 or tests may result in immediate termination of employment, whenever it may be discovered.

I represent and warrant that I have read and fully 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: _____

WV Regional Education Service Agencies

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 or participation in any of its programs and activities.

