

Mason County Schools

Personnel Department

1200 Main Street

Point Pleasant, WV 25550

Phone: 304-675-4540

Fax: 304-675-2163

BID SHEET FOR PROFESSIONAL POSTED JOB VACANCY

Instructions: You must fully complete the Bid Sheet. No sections may be left blank or designated as "NA" (not applicable). A resume or vitae may be submitted along with the completed Bid Sheet. However, a resume or vitae will not be accepted in lieu of a completed application.

A separate Bid Sheet must be filled out for each position applying for.

Bid Sheets must be received on or before 3:30 PM of the deadline date on the posting.

Late Bid Sheets Will Not Be Considered

Name _____ Position Posting Number: _____
Position Name: _____
School/Department: _____
Address _____ Position Choice ___1___2___3(if applicable)
City _____ State _____ Zip _____
E-mail Address _____ Posting Date: _____
Today's Date: _____
Social Security Number _____
Home/Work/Cell Number _____
Email Address _____

Applicant's Present Position _____ School/Dept./Other _____

STANDARDS OF THE POSTING: _____ (as listed on the job posting)

A. Certificate Required: _____

DO YOU MEET THE STANDARDS SET FORTH IN THE JOB POSTING? _____ YES _____ NO

If yes, for classroom teacher positions list below ALL relevant qualifications as required in WV Code 18A-4-7a.

1. Applicant's Certification and/or licensure and state: _____
2. National Board Certified Teacher () YES () NO
3. Teaching experience in private or public schools. (Must be able to verify).
Regular full-time: _____ Years _____ Months _____ Days
Substitute teaching: _____ Years _____ Months _____ Days
4. Teaching or substitute teaching experience in the required certificate area (List one)
Date: _____ School/County/State _____ Subject/Grade Level _____
5. Degree level (bachelors, educational specialist, masters or doctorate) in the required certification area.
Degree level _____ Certification area _____

6. Specialized training directly related to the performance of the job as listed on the job posting.
 Training _____ Date(s) _____ Provided by _____
 Training _____ Date(s) _____ Provided by _____
7. Overall rating of satisfactory in evaluations as per 18A-2-12 () Yes () No (Be prepared to bring copies of evaluations to interview)
8. Seniority date: _____ = _____ Years _____ Months
 (Regular Employee Only)
9. The amount of course work in the relevant field _____ Semester Hours.
 The degree level (bachelors, masters, educational specialist, doctorate) in the relevant field: _____
 Degree level generally: _____
10. Academic achievement.
 GPA (undergraduate) _____ GPA (graduate) _____
11. Additional specialized training, other than that listed on the job posting, relevant to the performance of the job.

I authorize investigation of all statements on the Bid Sheet and other materials provided as part of my application for this position.

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment with Mason County Schools and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application.

I acknowledge that this Bid Sheet when submitted, shall become the property of Mason County Schools.

Signature

Date

The School District is an Equal Opportunity Employer, complies with Title IX, and shall seek the “best qualified” applicants for all vacant positions regardless of race, creed, age, sex, religion, handicap or national origin.