



**Mountain State  
Educational Services Cooperative  
Application for Employment**

**INSTRUCTIONS:**

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

MSESC is an equal opportunity employer and does 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 MSESC.

**OFFICE USE ONLY**

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

Comments:

<b>PERSONAL</b>	Last Name:		First:		Middle:		Maiden:	
	Present Address:				Home Phone: ( ) -		Other: ( ) -	
	City:		State:		Zip Code:		Social Security Number:	
	Position Applying For:				Region and/or Location of Position Applying For:			
	Have you ever been employed with any education agency? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain. Where? When?				Other name(s) on records:			
	Are you under contract to another agency / 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 education level? (Circle one) HS Diploma GED AB AB+15 MA MA+15 MA+30 MA+45 PhD							
	Do you hold a valid West Virginia Teaching Certificate or other license/certification? <input type="checkbox"/> Yes <input type="checkbox"/> No Year and Type:							
	Do you hold a valid Teaching Certificate or other license/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.								

<b>EDUCATIONAL TRAINING</b>	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								

REFERENCES	Name	Position/Title	Mailing Address			Phone
	1.					( )
	2.					( )
	3.					( )
WORK EXPERIENCE	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						
<p>MSESC may employ staff, as necessary, to perform services described in the Strategic Plan and/or to operate demonstration, pilot or other projects that may require staff and support services for effective implementation. Upon the recommendation of the Executive Director the Governing Council will consider the approval of all regular full time and regular part time staff at the MSESC after a majority of the members of the Governing Council by vote, verify that such employment is necessary for effective provision of regional services.</p> <p>MSESC 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 MSESC 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).</p>						
<p>The information provided in this application is true, correct and complete.</p> <p>I hereby authorize MSESC 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 MSESC and its representative for seeking, gathering and using such information to make employment decisions and all other persons or organizations for providing such information.</p> <p>I understand that if 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 or tests may result in immediate termination of employment, whenever it may be discovered.</p> <p>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.</p>						
<p>Date: _____ Applicant Signature: _____</p>						

### Mountain State Educational Services Cooperative

*As required by local, state and federal laws and regulations, MSESC does 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.*