



109 South College Street • Martinsburg, WV 25401
304.267.3595 • Fax: 304.267.3599

Dear Applicant,

Thank you for your interest in a position with our EPIC Head Start and/or Early Head Start programs!

For immediate consideration, please complete the attached EPIC application **AND** the attached DHHR Authorization and Release for Protective Services Record Check form and submit them together. Please note the DHHR form must include your written signature, not an electronic one.

A DHHR background check is required for all full-time and part-time Head Start and Early Head Start employees, so submitting your form with your application will expedite the onboarding process if you accept employment with us.

Completed applications should be submitted to EPIC in one of the following ways:

- [Use this link to upload your application to our secure portal.](#)
- Faxed to 304-267-3599 Attention: S. Johnson
- Mailed in or dropped off at our Martinsburg Office (address in the header)

If you have any questions, please don't hesitate to contact me at any time.

Best wishes,

Shannon Johnson
EPIC Human Resource Director
304-596-2663 Direct Line
sdjohnson@wvesc.org

**Eastern Panhandle Instructional Cooperative
(EPIC)**

109 S. College Street
Martinsburg, WV 25401
Phone: (304) 267-3595
Fax: (304) 267-3599

APPLICATION FOR EMPLOYMENT with EPIC

INSTRUCTIONS:

1. Complete and return application as specified in Job Posting.
2. Provide copy of college transcript(s) (IF REQUIRED).
3. Provide copy of Teaching Certificate (IF REQUIRED).
4. Provide resume, cover letter and three references.
5. You will be contacted if you are selected for an interview.

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.

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

P E R S O N A L	Last Name	First	Middle	Maiden
	Present Address			
	Phone Number ()		Email Address	
	Position Applying for:			
	Have you ever been employed with EPIC or RESA 8? ___ Yes ___ No If yes, Position Held? _____ When? _____			
	Other name(s) on records.			
	Are you under contract with another agency or employer? ___ Yes ___ No If yes, please explain.			
	Have you ever been dismissed (fired) from any job or resigned at the request of the employer or while charges against you or an investigation of your behavior was pending? ___ Yes ___ No If yes, a full explanation must be attached.			
	Are you a citizen of the United States? ___ Yes ___ No			
	Have you ever been convicted of a felony or a misdemeanor? ___ Yes ___ No Have you ever been investigated for involvement in a case of child abuse or neglect? ___ Yes ___ No			

If you answered yes to either of the questions above, a full explanation and copies of court documentation or other documentation must be attached to your application. An arrest or conviction record will not necessarily be a bar to employment.

C E R T I F I C A T I O N	What is your current salary classification: ___ High School Diploma ___ GED ___ Associates ___ Bachelors ___ BA + 15 ___ Masters ___ MA+15 ___ MA+30 ___ MA+45 ___ PhD ___ Other _____
	Do you hold a valid WV Teaching Certificate or any other license or certification? ___ Yes ___ No If yes, indicate the Type and Year of Expiration or a copy:
	Do you hold a valid Teaching Certificate or any other license or certificate in another state? ___ Yes ___ No If yes, indicate the State(s), Type and Year of Expiration or a copy:
	Have you ever had a license or certificate of any kind revoked or suspended? ___ Yes ___ No Have you in any way been sanctioned by or is any charge or complaint now pending against you by any licensing, certification or other regulatory agency or body, public or private? ___ Yes ___ No
	If you answered yes to either of these questions, a full explanation and documentation must be attached.

E D U C A T I O N A L T R A I N I N G	High School	Name and Address of Institution				Diploma?
	College(s) Attended (Attach additional pages if needed)	Name and Address of Institution	Major	Minor	Dates	Degree
	Relevant Specialized Training					

R E F E R E N C E S	Name / Position or Title (Do not use relatives as references.)	Mailing Address & Email Address	Telephone
			()
			()
			()
			()

W O R K E X P E R I E N C E	Work Experience (Please list most recent experience first.)				
	From	To	Employer / Address	Kind of Work	Reason for Leaving
	MO YR	MO YR			

S I G N A T U R E	The information provided in this application for employment is true, correct, and complete.	
	I have completed this application with the knowledge and understanding that any or all items contained herein may be subject to investigation, and I consent to the release of information concerning my capacity and fitness by employers, educational institutions, law enforcement agencies and other individuals and agencies.	
	I understand that if I am employed, any misstatement or omission of fact on this application may result in my dismissal.	
	_____	_____
	Date	Signature

Eastern Panhandle Instructional Cooperative (EPIC)

EPIC is an equal opportunity employer, and applicants for employment are considered solely on the basis of individual qualification and merit without regard to age, gender, race, color, religion, disability, national origin or protected class.



**Authorization and Release for Protective Services
Record Checks for Providers and
Agency Personnel for Employment Purposes**

Please complete and sign below. The form must be legible, and all fields must be **filled out COMPLETELY**.

Name (Print full name. Do not use initials): _____
(First Name) (Middle Name) (Last Name)

Birth Date: _____ Social Security Number: _____

Current Home Address (Give location address, as well as P.O. Box address and County):

Please list all addresses or the county(s) and state(s) of all previous residences:

List maiden name, all aliases, or names known by Print full name(s); do not use initials:

Name of Agency who will receive results/verification of the protective services check:

Agency Address: _____

Agency Contact Information: _____

Type of Agency:

- Child Placing Agency (Potential employee)
- Residential Provider Agency (Including Psychiatric Residential (PRTF)/Intermediate Care Facilities (ICF))
- Emergency Shelter
- Child Care/Head Start
- Other _____

Certification:

Bureau for Social Services, 350 Capitol Street, B-18, Charleston, WV 25301

I certify that I have not committed any act of child/adult abuse or neglect, as determined by a civil or criminal proceeding or through an investigation by the WV Department of Health and Human Resources or through any like agency of any other state or country, or that I am currently being investigated for such except as stated below:

Authorization:

I authorize the WV Department of Health and Human Resources to conduct a background check on me which includes a search of Child Protective Services records, Adult Protective Services records, Youth Services records, Institutional Investigation Unit records and foster care provider records maintained by the Department. I authorize the Department to inform the person or agency named on the front of this form of the results of the background check, including any history I have had with Social Services. I understand that if I have an open CPS/APS investigation the protective service check will not be completed; the open investigation will be documented on the form and returned to the requesting agency. I understand that a positive history of maltreatment in any West Virginia Department of Health and Human Resources protective services record will affect my becoming a foster care placement provider or employee of an agency that provides foster care services. I understand that any involvement I have had with the WVDHHR as a client or foster care provider will be evaluated and may also affect my becoming a foster care placement provider or foster care agency employee. I release the WVDHHR and/or its agents in providing information pursuant to this authorization from any and all liabilities, claims or lawsuits.

Signature: _____ Date: _____

DHHR Office Use Only

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- No record of substantiated maltreatment was found.
- Records indicate that maltreatment occurred by the individual.
- Records indicate current open CPS, and/or APS investigation.

IF THIS CLIENT HAS ANY QUESTIONS OR NEEDS TO OBTAIN INVESTIGATION RECORDS, THEY MUST CONTACT THE FOLLOWING COUNTY:

COUNTY: _____

INTAKE/CASE #: _____

(DHHR Stamp or Signature of Authorized Individual)

(Date)