

**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? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, Position Held? _____ When? _____			
	Other name(s) on records.			
	Are you under contract with another agency or employer? <input type="checkbox"/> Yes <input type="checkbox"/> 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? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, a full explanation must be attached.			
	Are you a citizen of the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No			
	Have you ever been convicted of a felony or a misdemeanor? <input type="checkbox"/> Yes <input type="checkbox"/> No Have you ever been investigated for involvement in a case of child abuse or neglect? <input type="checkbox"/> Yes <input type="checkbox"/> 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: <input type="checkbox"/> High School Diploma <input type="checkbox"/> GED <input type="checkbox"/> Associates <input type="checkbox"/> Bachelors <input type="checkbox"/> BA + 15 <input type="checkbox"/> Masters <input type="checkbox"/> MA+15 <input type="checkbox"/> MA+30 <input type="checkbox"/> MA+45 <input type="checkbox"/> PhD <input type="checkbox"/> Other _____
	Do you hold a valid WV Teaching Certificate or any other license or certification? <input type="checkbox"/> Yes <input type="checkbox"/> 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? <input type="checkbox"/> Yes <input type="checkbox"/> 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? <input type="checkbox"/> Yes <input type="checkbox"/> 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? <input type="checkbox"/> Yes <input type="checkbox"/> 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.