

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 <u>AND</u> 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: Human Resources
- Mailed in or dropped off at our Martinsburg Office (address in the header)

If you have any questions, please don't hesitate to contact the Head Start Program Coordinator, Hannah Beddow, or me at any time. Our contact information can be found below.

Best wishes.

Terri Hickerson EPIC Human Resources Director 304-596-2663 Direct Line terri.hickerson@wvesc.org

Hannah Beddow EPIC Head Start Program Coordinator 304-267-3528 Direct Line hannah.beddow@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:**

- Complete and return application as specified in Job Posting. Provide copy of college transcript(s) (IF REQUIRED). Provide copy of Teaching Certificate (IF REQUIRED). Provide resume, cover letter and three references.

- You will be contacted if you are selected for an interview.

## INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.

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

	Last Name	First	Mid	ddle Maio		den				
	Present Address									
P	Phone Number ( ) Email Address									
E	Position Applying for:									
R	Have you ever been employed with EPIC or RESA 8? Yes No If yes, Position Held? When?									
S	Other name(s) on records.									
O	Are you under contract with another agency or employer? Yes No If yes, please explain.									
N A	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.									
L		he United States? Yes	No							
	Have you ever been convicted of a felony or a misdemeanor?  Have you ever been investigated for involvement in a case of child abuse or neglect?  Yes  Yes  No									
If you answered yes to either of the questions above, a full explanation and copies of court documentation or other documentation 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	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?YesNo 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:									
T I O N	Have you ever had a license or certificate of any kind revoked or suspended?  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 No									
11	If you answered yes to either of these questions, a full explanation and documentation must be attached.									
E		Name and	Address of Instit	tution		Diploma?				
D U C	High School									
A T		Name and Address of Institution	Major	Minor	Dates	Degree				
I O N	College(s) Attended									
	(Attach additional pages if needed)									
A L										
T R	Relevant									
I N	Specialized									
A I N I N G	Training									
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ъ.	Name / Position or Title (Do not use relatives as references.)			Mailing Address & Email Address		Telephone				
R E F			,		(	)				
E R					(	)				
E N C					(	)				
E S					(	)				
	Work Experience (Please list most recent experience first.)									
	From MO YR M	То	Employer / Address	Kind of Work		Reason for Leaving				
w o										
R K										
E X										
P E										
R I										
E N										
C E										
S I G N A T	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.									
R E	Date Signature									