

Morgan County Board of Education  
247 Harrison Avenue  
Berkeley Springs, WV 25411

Mechanic Application

Return application by Dec. 21, 2015

APPLICANTS ARE TO ANSWER ALL QUESTIONS FULLY AND COMPLETELY IN THEIR OWN HANDWRITING.

NAME \_\_\_\_\_  
Last First Middle

Present Address \_\_\_\_\_  
Street City State Zip Code

Phone Number \_\_\_\_\_ Cell Phone \_\_\_\_\_

E-mail Address: \_\_\_\_\_

EMPLOYMENT INTERESTS:

When could you report to work? \_\_\_\_\_

SCHOOL RECORD

SCHOOL NAME OF SCHOOL CITY-STATE Did you graduate?

Grade School \_\_\_\_\_

High School \_\_\_\_\_

Business or Trade \_\_\_\_\_

Correspondence \_\_\_\_\_

College \_\_\_\_\_

WORK EXPERIENCE - Start with your present position to your last position.

Dates		Name of Employer	Location	Your Position	Reason for Leaving
From:	To:				
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

REFERENCES: Give names of people who are not relatives or former employers. Names of former school teachers, neighbors, and business people who know you personally are preferred.

NAME	ADDRESS	Phone No.	How are you acquainted with this person?
1.			
2.			
3.			

Did you receive a high school diploma or GED?

Do you hold a Commercial Drivers License (CDL)?

Do you hold certification to operate a school bus in W.V.?

Have you completed the Automotive Service Excellence (ASE) Master Certification?

How many years of experience do you have working as a mechanic?

What other skills and experience do you have that would qualify you for work as a mechanic?



**AFFIRMATION AND SIGNATURE:**

I hereby formally make application for a position in the Morgan County Schools and assert that the information given in this application is true and accurate to the best of my knowledge.

DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

**AN EQUAL OPPORTUNITY EMPLOYER**

As required by federal laws and regulations, the Morgan County Board of Education does not discriminate on the basis of sex, race, color, religion, handicapping condition, age and national origin in employment and in the administration of any of its educational programs and activities. Inquiries may be directed to the Title IX Coordinator, Morgan County Board of Education, 247 Harrison Avenue, Berkeley Springs, WV 25411, phone number (304) 258-2430; to the Section 504 Coordinator, Morgan County Board of Education, 247 Harrison Avenue, Berkeley Springs, WV 25411, phone number 258-2430; to the Elimination of Sex Discrimination Program Coordinator, (304) 348-7864; or to the U.S. Department of Education's Director of the Office for Civil Rights, 215-596-6795.