

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

SUBSTITUTE SECRETARY APPLICATION

Applicants are to answer all questions fully and completely in their own handwriting.

NAME _____
Last First Middle

Address _____
Street City State Zip

Phone _____ Cell Phone _____

E-Mail _____ Date available to begin working: _____

SCHOOL RECORD

SCHOOL	NAME OF SCHOOL	CITY/STATE	WHEN DID YOU GRADUATE?
Grade School	_____	_____	_____
High School	_____	_____	_____
Business/Trade School	_____	_____	_____
Correspondence	_____	_____	_____
College	_____	_____	_____

WORK EXPERIENCE: Start with your present position.

DATES		Name of Employer	Address	Your Position	Reason for Leaving
From:	To:				
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

RETURN THIS APPLICATION TO BOARD OF EDUCATION.

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

Name _____ E-Mail _____
Address _____ Phone _____
_____ How are you acquainted with this person? _____

Name _____ E-Mail _____
Address _____ Phone _____
_____ How are you acquainted with this person? _____

Name _____ E-Mail _____
Address _____ Phone _____
_____ How are you acquainted with this person? _____

ADDITIONAL INFORMATION

List the office machines you can operate: _____ Typing Rate ____ w.p.m.

What experiences have you had working with children? _____

What experience have you had working with the public? _____

Write any additional information about yourself that might add to your opportunity for employment.

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.

SIGNATURE: _____ DATE: _____

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 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.