



Personnel Office
 P.O. Box 477
 506 Holly Avenue
 Logan, WV 25601
 Elizabeth Thompson, Personnel Director
 (304) 792-2058;
 Rebecca Anderson, Secretary of Personnel
 (304) 792-2061

JOB POSTING HOTLINE 752-7409
 Fax (304) 792-6299
 www.lc2.boe.loga.k12.wv.us

Job Posting #

One application MUST be completed for each position!
Incomplete and/or inaccurate bid sheets will not be considered

SERVICE PERSONNEL APPLICATION FOR CURRENT JOB VACANCY

YOU MUST COMPLETE ONE APPLICATION FORM FOR EACH POSITION AND MUST ANSWER ALL QUESTIONS COMPLETELY
 REQUEST(S) MUST BE IN WRITING FOR SPECIFIC VACANCIES AT THE TIME THEY ARE ADVERTISED. This form must be received in the Office of Personnel on or before the closing date NO later than 4:00 p.m.

DATE: _____

NAME _____
 LAST FIRST MIDDLE

ID NUMBER NOT REQUIRED PHONE # _____

CURRENT CLASSIFICATION (CIRCLE ONE): AIDE BUS OPERATOR

COOK CUSTODIAN MAINTENANCE SECRETARY

CURRENT LOCATION: _____ BUS RUN # _____

I AM (CIRCLE ONE): REGULAR EMPLOYEE SUBSTITUTE EMPLOYEE RIF'D EMPLOYEE ON ADMINISTRATIVE TRANSFER

POSITION REQUEST (one per vacancy)

**** IF THIS IS YOUR FIRST CHOICE, YOU MUST INDICATE SUCH ** CHOICE # _____**

(CIRCLE ONE CLASSIFICATION)

AIDE, BUS OPERATOR, COOK, 1/2-time COOK,

CUSTODIAN, 1/2-time CUSTODIAN, MAINTENANCE,

MECHANIC, SECRETARY

OTHER _____

LOCATION: _____

ARE YOU CURRENTLY WORKING IN THIS CLASSIFICATION? (CIRCLE ONE) YES NO

IF NOT CURRENTLY IN THIS CLASSIFICATION, HAVE YOU EVER WORKED IN THIS CLASSIFICATION, AND/OR TAKEN THE COMPETENCY TEST FOR SUCH? (CIRCLE ONE) YES NO

FOR SUMMER POSITIONS ONLY, DID YOU WORK IN THIS POSITION LAST SUMMER? YES NO

DO YOU HAVE SUMMER EXPERIENCE? YES NO PLEASE LIST

Signature _____

Date _____

RESERVED FOR PERSONNEL OFFICE

REGULAR

Seniority Date: _____

SUBSTITUTE

Classification:

RIF

AIDE,

BUS OPERATOR,

COOK,

CUSTODIAN,

MAINTENANCE,

MECHANIC,

SECRETARY

TRANSFER