

**PUTNAM COUNTY SCHOOLS  
APPLICATION FOR PROFESSIONAL VACANCY  
(You must complete one of these forms for each position for which you are applying.)**

**Name:** \_\_\_\_\_ **Telephone Number** \_\_\_\_\_  
**Address:** \_\_\_\_\_ **Social Security Number** \_\_\_\_\_  
\_\_\_\_\_ **Position/Location Applying For:** \_\_\_\_\_

**Certification:** List only endorsements that appear on your valid Professional Certificate. Expiration Date \_\_\_\_\_  
Endorsement/Grade Level \_\_\_\_\_ Endorsement/Grade Level \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Highest Degree:** AB \_\_\_ MA \_\_\_ DR \_\_\_ **Highest Degree in required certification:** AB \_\_\_ MA \_\_\_ DR \_\_\_

**Salary Classification:** AB \_\_\_ BA+15 \_\_\_ MA \_\_\_ MA+15 \_\_\_ MA+30 \_\_\_ MA+45 \_\_\_ DR \_\_\_

**Current Status:** Putnam Co. Full-time \_\_\_\_\_ Putnam Co. Substitute \_\_\_\_\_ New Applicant\* \_\_\_\_\_  
Position and Location \_\_\_\_\_

**Years of Experience:** Years of **full-time** experience in Putnam County \_\_\_\_\_  
Years of **substitute** experience in Putnam County (133 days/yr) \_\_\_\_\_  
Years of educational experience other than Putnam Co. \_\_\_\_\_  
**Total years of educational experience** \_\_\_\_\_

**Seniority Date with Putnam Co. (See Professional Seniority/Licensure Report)** \_\_\_\_\_

**Experience in Required Certification Area:** Subject /Grade Level \_\_\_\_\_ No. of Years \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List specialized training you have had that is directly related to the performance of the job as stated in the qualifications. It is very important to be specific and list as many relevant training sessions as possible.

\_\_\_\_\_  
\_\_\_\_\_

**All Applicants** – Student teaching grade \_\_\_\_\_ Undergraduate GPA \_\_\_\_\_ Graduate GPA \_\_\_\_\_

**Experienced Applicant** – Satisfactory ratings on previous two evaluations Yes \_\_\_ No \_\_\_

Have you ever been on an improvement plan? Yes \_\_\_ No \_\_\_

I have submitted a job vacancy application for each of the following positions and wish to be considered for these positions in the following order of preference:

- |          |          |          |
|----------|----------|----------|
| 1. _____ | 4. _____ | 7. _____ |
| 2. _____ | 5. _____ | 8. _____ |
| 3. _____ | 6. _____ | 9. _____ |

Use the back of this application to rank additional positions, if necessary.

I verify that the information submitted on this form is true and accurate to the best of my knowledge.

Submit to: Putnam County Schools  
9 Courthouse Drive  
Winfield, WV 25213

\_\_\_\_\_  
Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

\*Application for professional employment and required supporting documentation must be submitted as soon as possible if not already on file.