



Wayne County Board Of Education

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Superintendent

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PROFESSIONAL PERSONNEL APPLICANT CHECKLIST

The following items must be submitted or be on file in the Personnel Office before Professional Personnel can be employed.

- __ REGISTER on the Wayne County Bid Portal.
- __ CURRENT RESUME uploaded through the Wayne County Bid Portal.
- __ OFFICIAL TRANSCRIPT(S) OF ALL COLLEGE CREDIT – sent directly to the Wayne County Board of Education.
- __ THREE LETTERS OF REFERENCE - The letters must be sent from reference source. Hand carried copies/uploaded copies will not be accepted. References from former and/or current employers, if applicable, must be sent to the Wayne County BOE Personnel Office, Attn: Chanda Perry.
- __ STUDENT TEACHING AND/OR TEACHING EXPERIENCE EVALUATIONS - The evaluations must be sent from the college and/or school district through which the evaluation was completed.
- __ RESULTS OF BASIC SKILLS, CONTENT AND PROFESSIONAL EDUCATION TESTS, IF APPLICABLE OR CERTIFICATE SHOWING COMPLETION OF AN APPROVED SUBSTITUTE TRAINING COURSE (Per Policy 5202).
- __ VALID WEST VIRGINIA TEACHING CERTIFICATE – A copy is acceptable until the applicant is employed. For new graduates, a letter from the college certification officer verifying that all requirements for a West Virginia certificate have been met will be accepted until the licensure application has been approved by the WVDE.

The following are forms available on our WCBOE Personnel webpage under “New Applicant”:

- __ VERIFICATION OF PREVIOUS TEACHING EXPERIENCE FORM, IF APPLICABLE
- __ I-9 EMPLOYMENT ELIGIBILITY VERIFICATION
- __ W-4 EMPLOYEE’S WITHHOLDING ALLOWANCE CERTIFICATE
- __ DRUG-FREE WORKPLACE VERIFICATION FORM

***AFTER YOU ARE PLACED ON BOARD MINUTES PENDING HIRE: YOU WILL NEED TO HAVE A FBI/STATE CRIMINAL INVESTIGATION BUREAU CHECK (full State & Federal) – Please call MorphoTrust, toll-free, at 1-855-766-7746 to set up an appointment.**