



Wayne County Board Of Education

Post Office Box 70
Wayne, West Virginia 25570

Todd Alexander
Superintendent

Telephone: (304) 272-5116

<http://boe.wayn.k12.wv.us/>

Fax: (304) 272-6500

SERVICE 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
- Bid on Posted Positions on the Bid Portal
- If you are a successful applicant for a service position you must then take the STATE REQUIRED EXAM for that position
- Once you pass the STATE REQUIRED EXAM you are then required to submit a STATE BACKGROUND CHECK to the Wayne County Board of Education (please call Morpho Trust at 855-766-7746 to schedule background check)
- You will also be required to submit any certificates that apply to the classification (Food Handlers for Cook, CPR for Aide, LPN license for LPN/Aide, contact Transportation Dept for Bus Operator requirements 304-272-5164)
- I-9 EMPLOYMENT ELIGIBILITY VERIFICATION
- W-4 EMPLOYEE'S WITHHOLDING ALLOWANCE CERTIFICATE
- STATE WITHHOLDING CERTIFICATE
- Complete the INTENT TO WORK Form
- DRUG-FREE WORKPLACE VERIFICATION FORM
- Complete the DIRECT DEPOSIT form (optional)

If you have questions about any of the above items, please call the Personnel Office 304-272-5116 ext. 346