

Grant County SchoolsOffice of Human Resources

204 Jefferson Ave Petersburg, WV 26847 P. 304.257.1011 F. 304.257.2453

Administrative Application Instructions

Please see below for the list of materials required to submit a complete application packet. Please read through the information carefully. Once your application and other required documents have been received by the Office of Human Resources, your file will be reviewed.

Required Application Materials:

2. Complete the Bid Sheet;

- 1. Go the Electronic Administrative Bid Sheet;
- **Current GCS Employees**

Outside

Applicants

- 3. Attach:
 - 1. Letter of Interest
 - 2. Current Résumé
 - 3. Reference List: please include at least 3 with current contact information

Required Application Materials:

- 1. Download and Complete an Application for Professional Positions;
- 2. Go the Electronic Administrative Bid Sheet;
- 3. Attach:
 - a. Application for Professional Positions;
 - b. Letter of Interest
 - c. Copy of two most recent evaluations (or verification of evaluation from supervisor)
 - d. Current Résumé
 - e. Letters of Recommendation: please provide at least 2
- I. Application materials can be found at www.grantcountyschools.org under "Jobs"
- II. Any applicant who does not meet standards of the posting will not be considered for the vacant position.
- III. Incomplete, and/or inaccurate application materials will not be considered

For Assistance: please contact the Office of Human Resources.

Troy Ravenscroft, M. Ed.

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As required by State and Federal laws, the Grant County Board of Education does not discriminate on the basis of sex, race, color, religion, marital status, handicapping condition, age, ancestry, and national origin in employment and in the administration of its educational programs and activities. Inquiries may be directed to: Title IX Coordinator and/or Section 504 Coordinator, Grant County Board of Education, 204 Jefferson Avenue, Petersburg, WV 26847. Phone 304-257-1011. Fax 304-257-2453.