



Grant County Schools
Office of Human Resources
204 Jefferson Ave
Petersburg, WV 26847
P. 304.257.1011 F. 304.257.2453

Service Bid Sheet Guidelines

- A. Any individual may apply for a service vacancy by completing the bid sheet (and Application for Service Positions if not currently employed by the Grant County Board of Education) and submit the bid sheet (and application) to the Office of Human Resources prior to the end of the posting period.
- B. The determination for filling the position shall be based on:
 - 1. Regularly employed service personnel who hold a classification title within the classification category of the vacancy
 - 2. Service personnel who have held a classification title within the classification category of the vacancy whose employment has been discontinued (RIF)
 - 3. Regularly employed service personnel who do not hold a classification title within the classification category of vacancy
 - 4. Service personnel who have not held a classification title within the classification category of the vacancy and whose employment has been discontinued (RIF)
 - 5. Substitute service personnel who hold a classification title within the classification category of the vacancy
 - 6. Substitute service personnel who do not hold a classification title within the classification category of the vacancy
 - 7. New service personnel
- C. Any applicant who does not meet standards of the posting will not be considered for the vacant position.
- D. A separate bid sheet must be completed for any posted position. The bid sheet (and application, if required) must be submitted to the Grant County Schools Office of Human Resources by the posting deadline date (4PM) in order to be considered.

Electronic Submission: bid sheets are accepted electronically via email attachment and/or fax. The email body will serve as an electronic signature. A faxed copy must be signed.

Disclaimer: Incomplete, and/or inaccurate bid sheets will not be considered.