

2017 Energy Express Site Supervisor Application

Name: _____
Last First Middle

Preferred Name: _____

Social Security Number: XXX-XX- _____
Last four digits - For Internal Use Only

Home Address: _____

Home Phone: _____

Email: _____

Current Employer: _____

Current Position and Location: _____

Work Phone: _____

Mobile Phone: _____

Best Times to Call: _____

Please list the counties in which you wish to serve in order of preference:

County 1: _____

County 2: _____

County 3: _____

County 4: _____

Along with this two-page information sheet, please submit the following documents. Your application will not be reviewed until all documentation is received.

- A cover letter addressing your knowledge, skills, and abilities to perform the stated site supervisor responsibilities.
- An up-to-date résumé.
- The names and contact information of three (3) references who are familiar with your work-related knowledge, skills, and abilities.
- A certification status form printed out from West Virginia Department of Education. website <https://wveis.k12.wv.us/certcheck/>
- An essay that describes how children, college students, and the community can benefit from Energy Express. How will you guide AmeriCorps members to support the Energy Express model and understand the impact of their efforts?

OFFICE USE ONLY:

(date/initial)

Postmark _____

Complete _____

- Information sheet
- Cover letter
- Résumé
- Certification Status form
- 3 References
- Essay

Entered _____

Notified _____

Check all that apply:

- I will be free from any contractual duties after June 09, 2017

I have previously served with Energy Express as a/an:

- AmeriCorps Member
- Site Supervisor

Please attach a certification status Information from <https://wveis.k12.wv.us/certcheck/>

- I currently hold a valid West Virginia teaching certificate in Elementary Education.
- I currently hold a valid West Virginia teaching certificate in Secondary Education.
- I currently hold a valid teaching certificate in the state of _____ in _____
 - List endorsements: _____
- May 2017 graduates:** Upon request, I am able to provide documentation that I have met all requirements for graduation including, but not limited to, passing the PRAXIS exam.

Have you been convicted of, or pleaded guilty or no contest to, any criminal offense, felony, or misdemeanor including DUI or worthless checks? If you are in doubt, list it on the application. (Do not include routine traffic violations.)

Yes No If yes, provide the following:

Date(s): _____
Place(s): _____
Charge(s): _____

**Note: A state and federal criminal history check with fingerprinting is required by AmeriCorps. Existence of a criminal conviction may or may not, depending on the circumstances, disqualify you from consideration. The criminal record policy requires applicants to answer questions truthfully. Any false statements will make you ineligible for service.*

Certification and Release Statement: I certify that the information provided on this application is complete, accurate, and true to the best of my knowledge. I understand that any falsified or omitted information may be grounds for rejection of this application or termination of subsequent employment. I authorize West Virginia University Extension Service and/or its representatives to make reference checks using the names provided on this application and hereby release West Virginia University Extension Service and its representatives from any and all liability of every nature and kind arising out of any such reference check or other such investigation conducted pursuant hereto.

Applicant Signature _____

Programs and activities offered by the West Virginia University Extension Service are available to all persons without regard to race, color, sex, disability, religion, age, veteran status, political beliefs, sexual orientation, national origin, and marital or family status.