



## Pleasants County Schools

202 Fairview Drive, St. Marys, WV 26170  
P. 304.684.2215 F. 304.684.3569

Date Received: \_\_\_\_\_

Received by: \_\_\_\_\_

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### Administrative Application Instructions

Thank you for your interest in the Pleasants County School District. The following is a list of materials to submit a complete application packet. Please read through the information carefully. Once your application and other required documents have been received by the Personnel Director, your file will be reviewed.

**Required Application Materials:** (please submit in the following order)

1. Letter of Interest
2. Professional Bid Sheet
3. Application for Professional Positions (*out-of-county applicants only*)
4. Copy of two most recent evaluations (*out-of-county applicants only*)
5. Current Résumé
6. Reference List: please include at least 3 professional references with current contact information along with two letters of reference/recommendation.

Applications and bid sheets can be found at <http://www.pleasantcountyschools.com/> under “Employment”

**For Assistance:** please contact the Pleasants County Board Office

**Jim Brown**

Personnel Director  
Pleasants County Schools  
202 Fairview Drive  
St. Marys, WV 26170  
304-684-2215 ext. 104  
jgmbrown@k12.wv.us

**Electronic Submission:** materials 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 application materials will not be considered.