

Dear Applicant,

In order to be considered for a position, we must have a completed Certified Application on file prior to the closing date. You must complete all of the questions even though you are submitting a resume. We need to have supervisor names and telephone numbers provided. The following documentation should be furnished to us to complete your file.

1. You must provide **INDIVIDUAL TRANSCRIPTS FOR EACH COLLEGE OR UNIVERSITY** that you attended. A copy can be used temporarily, but you will be required to provide official transcripts if you are employed by the District. Student teachers should provide transcripts for education to date. **DO NOT ASSUME THAT YOUR PLACEMENT FILE PROVIDES TRANSCRIPTS.**
2. You are invited to tell of achievements in a letter of application and may attach selected supportive material with your cover letter if you wish.
3. A placement file from your college and/or university. If you do not possess a file, you must provide a minimum of three (3) letters of recommendation.
4. Resume (in addition to completing application).
5. A copy of your current certificate is required unless you have just graduated. Please provide a photocopy with your application.
6. Other references or documentation you would like us to consider.
7. If you are offered a position, you will be required to submit fingerprints and other information required for a complete criminal background check. The final employment decision is subject to clearance by law enforcement agencies.

We cannot consider you for an interview without a completed file. Applicants are asked not to contact the Board of Trustees, Screening Committee, or Administrators except as they may be requested to do so. Should you have any questions or need additional assistance, do not hesitate to contact Lezah Shinkle.

Sincerely,



Wendy Moore
Superintendent