

Cottonwood Joint School District #242  
P.O. Box 158  
Cottonwood, ID 83522  
208-962-3971  
FAX 208-962-7780

TO: All Applicants for Non-Certified Positions

SUBJECT: Application Procedure

The following procedure should be followed by those interested in applying for non-certificated positions with Cottonwood Jt. School District #242.

Each applicant should submit the following items to the superintendent's office:

1. A completed district application form.
2. A current resume' which includes all professional training and work experience.
3. A letter of application giving reasons why you desire a position in Cottonwood School District #242.

Initial screening of all applicants will be made using the above materials. Applicants selected from the second screening will be asked to come to Cottonwood for a personal interview.

We appreciate your interest in the Cottonwood School District and look forward to receiving your application materials.

Sincerely,  
Jon Rehder  
Superintendent

**COTTONWOOD JT. SCHOOL DISTRICT NO. 242  
PRAIRIE PUBLIC SCHOOLS  
1916 EAST STREET P.O. BOX 158  
COTTONWOOD, IDAHO 83522**

**NON-CERTIFIED PERSONNEL APPLICATION**

**An Equal Opportunity/Affirmative Action Employer**

Date of Application \_\_\_\_\_

NAME \_\_\_\_\_  
(First) (M.I.) Last

ADDRESS \_\_\_\_\_  
(Street/P.O. Box) (City/State/Zip)

PHONE \_\_\_\_\_ CELL PHONE \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

State position desired in the school district in order of preference:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

List any physical handicaps that would interfere with your job performance:

\_\_\_\_\_  
\_\_\_\_\_

List any experience and training that would prepare you for the job you have applied for: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

WORK HISTORY: (list in order, last or present employer first)

1. \_\_\_\_\_  
(Employer-Company) (City/State/Zip)  
\_\_\_\_\_  
(Employer's name) (Telephone #)  
Describe the work you do \_\_\_\_\_  
\_\_\_\_\_

2. \_\_\_\_\_  
(Employer-Company) (City/State/Zip)  
\_\_\_\_\_  
(Employer's name) (Telephone #)  
Describe the work you did \_\_\_\_\_  
\_\_\_\_\_  
Date and reason for leaving \_\_\_\_\_  
\_\_\_\_\_

3. \_\_\_\_\_  
(Employer-Company) (City/State/Zip)  
\_\_\_\_\_  
(Employer's name) (Telephone #)  
Describe the work you did \_\_\_\_\_  
\_\_\_\_\_  
Date and reason for leaving \_\_\_\_\_  
\_\_\_\_\_

LIST THREE (3) PERSONAL REFERENCES:

NAME	ADDRESS	TELEPHONE
_____	_____	_____
_____	_____	_____
_____	_____	_____

SIGNATURE \_\_\_\_\_