

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 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 the Cottonwood School District #242.

Initial screening of all applicants will be made using the above materials. Those applicants selected for further screening will be asked to furnish a complete placement file with a current reference list. 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,

Rene' Forsmann
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 _____