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.

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)
   __________________________________________________________
   (Employee’s name) (Telephone #)
   Describe the work you do ____________________________________
   _________________________________________________________
   Date and reason for leaving ________________________________
   _________________________________________________________

2.__________________________________________________________
   (Employer-Company) (City/State/Zip)
   __________________________________________________________
   (Employee’s name) (Telephone #)
   Describe the work you did ________________________________
   _________________________________________________________
   Date and reason for leaving ________________________________
   _________________________________________________________

3.__________________________________________________________
   (Employer-Company) (City/State/Zip)
   __________________________________________________________
   (Employee’s name) (Telephone #)
   Describe the work you did ________________________________
   _________________________________________________________
   Date and reason for leaving ________________________________
   _________________________________________________________

LIST THREE (3) PERSONAL REFERENCES:
   NAME       ADDRESS       TELEPHONE
   __________________________________________
   __________________________________________
   __________________________________________

SIGNATURE__________________________________________