

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

TO: All Applicants for 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 District 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.
4. Copy of your Idaho Teaching Certificate or evidence you can qualify for an Idaho Certificate.

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

Official Placement File or 3 Current Recommendations
Unofficial Transcripts from all Colleges/Universities
District Employment Consent Form (provided by District)

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

Sincerely,
Jon Rehder
Superintendent

APPLICATION

AN APPLICATION FOR A CERTIFICATED POSITION IN THE

ADMINISTRATIVE OFFICES

COTTONWOOD JT. SCHOOL DISTRICT NO. 242
P.O. Box 158, Cottonwood, Idaho 83522

Phone (208) 962-3971
Fax (208) 962-7780

An Equal Opportunity/Affirmative Action Employer

Name
(Last) (First) (Middle)

e-mail address

Permanent Address
(Street) (City) (State) (Zip)

Home Phone

Address Until 20
(Street) (City) (State) (Zip)

Cell Phone

PERSONAL DATA

List those extracurricular activities, which you feel competent to sponsor or direct:

List those extracurricular activities, which you have sponsored or directed:

PROFESSIONAL INTEREST

State position desired in the school district
Number in Order of Preference:

- 1.
- 2.
- 3.

- Primary position for which application is made.

If you have a valid Idaho Teaching Certificate complete the following:

Title Certificate

Date Certificate

If you do not have a valid Idaho Certificate, check here.

Where are your credentials on file?

EDUCATIONAL TRAINING (list in order of attendance)

(Check to indicate class hours)

Semester Quarter

College and/or University	Location	Dates Inclusive	Degree Earned and Date of Degree	Major	Minor

TEACHING AND JOB-RELATED EXPERIENCE List most recent experience first--new teachers list cadet teaching--include military if assignment was teaching or instruction.

Name	Employer Location	Superintendent or Supervisor	Number of Years	Date		Position Held
				From	To	

REFERENCES If you have had teaching experiences list—Superintendents and Principals for whom you have taught (most recent first)

Name	Title	Address	Telephone	Year

Notice: Employment will be based on the following procedures unless otherwise noted on vacancy listing:

Preliminary Screening of applicants will be based on ability to meet job description requirements as evidenced by completed application, placement files, and transcripts. Supportive job-related information not on this form nor in credentials may be submitted by the applicant. (Application materials received at the district office more than 10 days after the application deadline will not be accepted)

Additional Data will be requested from the candidate or from reference after step one, such as letters of recommendation and other information as determined by the district office.

Finalists will be required to attend a personal interview at the district office.

A Recommendation for Employment will be submitted to the Board of Trustees.

Notification of Employment will be sent to the candidate.

It is the candidate's responsibility to check on employment status. Notice of vacancy closings will be remitted to teacher placement centers and district postings only.

I hereby certify that the information herein is a true and complete statement of my personal and professional record to date.

Signature of Applicant

Date

Use space below to write a 250-word description of your major strengths as they apply to the position for which you are making application.

A large, empty rectangular box with a thin black border, intended for the applicant to write their 250-word description of major strengths.

A horizontal line at the bottom of the page, likely serving as a separator for a signature or contact information section.