

Applicant:

This letter is an important part of your Certificated Application process with our District. In order to be considered for a position, we must have a completed Certificated Application on file prior to the closing date. You are to complete all of the questions on the application even though you are submitting a resume. We need to have supervisor names, address and telephone numbers provided; please provide additional numbers if they may need to be contacted during the summer months and are not at their school site. The following documentation should be furnished to us to complete your application file. *Incomplete application files will not be considered.*

1. You must provide INDIVIDUAL TRANSCRIPTS FOR EACH COLLEGE OR UNIVERSITY that you attended. An unofficial 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 the application).
5. A copy of your current certificate is required unless you have just graduated. Please provide a photocopy with your application. Also include copies of Praxis test or other materials qualifying you as a Highly Qualified teacher as required to meet the No Child Left Behind requirements for the State Department of Education for Idaho.
6. Other references or documentation you would like us to consider.
7. You are required to complete the Certificated supplemental questions regarding the open position you are applying for. The questions are found a few paragraphs down from the Certificated Application on-line and you may click on the appropriate questions link to open the document.
8. You are required to complete the Criminal History Background Statement and submit it in your application packet. This document is indicated with an asterisk under Certificated Application on our Employment web page.

9. If you qualify as a Veteran and are interested in obtaining Veterans preference, you must fill out the Veteran's Preference Form on-line and submit it with your application packet. This form is indicated with an asterisk under Certificated Application on our Employment web page.
10. If you are offered a position, you will be required to submit fingerprints and other information required for a complete criminal background check at applicant's expense. The final employment decision is subject to full approval by the Board of Trustees and clearance by law enforcement agencies.

The District cannot consider you for an interview without a completed application file. If you have any questions, you may email Mark Walton at [mwalton@lewiston.k12.id.us](mailto:mwalton@lewiston.k12.id.us) or call 208-748-3042 or you may email Barbara Williams at [bwilliams@lewiston.k12.id.us](mailto:bwilliams@lewiston.k12.id.us) or call 208-748-3030.