



Vernon Elementary School District No. 9

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CLASSIFIED APPLICANT INSTRUCTIONS:

Thank you for your interest in applying for a position with Vernon Elementary School District. A COMPLETE application must be on file with the personnel office to be considered for an open position in the district. THE DISTRICT WILL NOT ACCEPT INCOMPLETE APPLICATION PACKETS NOR WILL WE MAKE COPIES FOR YOU. FAILURE TO PROVIDE ANY OF THE INFORMATION REQUESTED MAY RESULT IN DISQUALIFICATION FOR CONSIDERATION. Please follow STEP 1 through 5 to complete your application. Each year, once staffing is complete, the school district destroys all applications. Individuals must submit a new application with current information for subsequent vacancies.

STEP 1: COMPLETE THE APPLICATION

- A complete and signed district application. Answer all questions completely, accurately and honestly. DO NOT write "see resume". Please print or type clearly and return the completed application materials to the DISTRICT HUMAN RESOURCE OFFICE ONLY.

STEP 2: COMPLETE DISTRICT FORMS

- Authorization to release information
- Conviction Report

STEP 3: ATTACH SUPPORTING DOCUMENTATION

- Three letters of reference dated within the last year. One must be from your current or previous employer.

STEP 4: TRANSCRIPTS

- High School and/or college transcripts may be submitted with the application. Applicants for Instructional Assistant are required to submit high school and/or college transcripts.

STEP 5: DIPLOMA AND RELEVANT CERTIFICATES

- Copy of high school diploma and certificates relating to the position will not be required until you are offered an interview. Please DO NOT attach to application.