



Vernon Elementary School District No. 9

P.O. Box 89
Vernon, Arizona 85940
Attn: Dr. Monica Barajas
mbarajas@vernon.k12.az.us

CERTIFIED AND ADMINISTRATIVE 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. Fill out the application completely - DO NOT write "see resume". Please print or type clearly, (handwritten section must NOT be typed and must be in the space provided - no attachments will be accepted) 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

- Unofficial transcripts may be submitted with the application. Official transcripts are required at the time of employment.

STEP 5: ARIZONA CERTIFICATION

- Copy of Arizona certificate(s) and/or out-of-state certificate(s). Applicants who do not possess an Arizona Certificate must contact the Arizona Department of Education, Teacher Certification Unit, 1535 West Jefferson, Phoenix, AZ, 85007, (602) 542-4367, Email: Certification@azed.gov or website: www.azed.gov. Applicants are responsible for applying directly to the State of Arizona.
- Please DO NOT attach to the application any other certificates, resume, professional development credits or honor awards.