

George Grant, Superintendent
Dr. Patrick Charlton, Assist. Superintendent
Sue Muchow, Business Manager



5207 S. Montana Ave., Caldwell, ID 83607
Office (208) 454-0445 Fax (208) 454-0778

CERTIFIED PERSONNEL APPLICATION INSTRUCTIONS

Thank you for your interest in Vallivue School District. Attached is Certified Personnel Application for employment. In order to be placed into our applicant pool and considered for a position(s), we must have your completed application on file. Please answer all questions on the application and submit the following documentation (photocopies are acceptable) with your application:

A **COVER LETTER OR LETTER OF APPLICATION** informing us of the position you wish to apply for and your goals and achievements.

A **CURRENT RESUME**.

A **COPY OF YOUR CURRENT TEACHING CERTIFICATE OR CERTIFICATION/DEGREE PLAN**. If you do not hold a teaching certificate, you must submit a Certification/Degree Plan describing your intent to meet the education (certification) requirements of the position(s) you are applying for (i.e. timeline indicating when you expect to graduate or receive certification). For further information on obtaining a teaching certificate in Idaho, please contact: Idaho State Department of Education, Teacher Certification, P. O. Box 83720, Boise, ID 83720-0027, (208)332-6800, <http://www.sde.idaho.gov/certification>.

A **COPY OF ALL HOUSSE RUBRICS FROM YOUR CURRENT OR PREVIOUS EMPLOYER**, if you are high qualified under "No Child Left Behind" (NCLB) Standards.

A **PLACEMENT FILE FROM YOUR COLLEGE/UNIVERSITY OR THREE CURRENT LETTERS OF RECOMMENDATION**. If you do not possess a placement file, you may provide three (3) letters of recommendation from previous supervisors.

COPIES OF YOUR TRANSCRIPTS FROM EACH COLLEGE/UNIVERSITY you have attended. You will be asked to provide official transcripts only if you are hired. If you are still attending school, please provide transcripts for education to date. **Please do not assume that your placement file provides transcripts.**

In order to expedite receipt of your application, you may fax it to (208) 459-2093. However, you still need to submit your original application. Your completed application will be kept for one year. It is your responsibility to reactivate, modify, and/or update your application to keep it current.

Administrators review all completed applications and contact those individuals they wish to interview. Applicants are asked not to contact the board of trustees, screening committee members, or administrators unless requested to do so. Vacancies are posted at www.vallivue.org. Vallivue School District is an equal opportunity/affirmative action employer.

For assistance with the application process, call or e-mail:

Pat Charlton, Assistant Superintendent
pcharlton@vallivue.org

Gina Hager, Personnel Clerk at 454-0445
ghager@vallivue.org