

Certified Application Directions

Answer all questions on application before saving. Do not leave any blanks.

1. "Application Date" should be entered in format of MM/DD/YYYY (Example 01/01/2009)
2. Enter last 4 numbers of Social Security Number. (Optional)
3. Fill in all personal information.
4. If applying for a high school position, list three subjects you wish to teach in order of preference. If applying for an elementary position, list grade levels you wish to teach in order of preference.
5. For the next four questions, click on box to bring up drop-down menu and choose yes or no.
6. Answer any follow-up questions listed.
7. For Certification Degree, click on box to bring up drop-down menu and choose your degree.
8. Answer rest of questions concerning educational and athletic background.
9. Answer yes or no under Additional Data.
10. Fill in all Educational, Employment and Reference information.
11. Read the last section carefully and fill in signature line, agreeing that you accept policies listed.
12. Review Application, before submitting.
13. Click on File
14. Click on Save As
15. Name the application last name, first name, middle name. (no spaces or commas, example: talleygarydwright)