

Delta County School District 50J

Joint with Delta, Gunnison, Mesa, and Montrose Counties

7655 - 2075 Road Delta, CO 81416

970-874-4438 970-874-5744 (Fax)

Dear Applicant:

Thank you for your inquiry concerning employment with Delta County School District 50J. Enclosed please find the application you requested and information regarding application procedures.

The following information **must** be submitted to the personnel office in order to have a complete **active** application on file.

1. The completed employment application form.
2. Your Placement Office dossier and/or three letters of recommendation.
3. A copy of all transcripts. (Unofficial transcripts are initially acceptable.)
4. A copy of your current teaching certificate/license.

(Include any other information you consider pertinent, such as a resume.)

When a vacancy occurs, district procedure is to have the personnel office review the files of applicants for the position. Following this file review, applicants will be selected for an interview with the appropriate supervisor or principal. At this point your references will be checked. Following this reference check, the personnel office may arrange an onsite interview.

If you are in the area, even though a formal interview has not been arranged, please feel welcome to come by the school district office to get acquainted.

We look forward to receiving your completed application packet. Thank you for your interest in our school district.

Sincerely,



Edward D. Longfield
Personnel Director