

**Employment**

**Applicant Notice - Administrative Position**

BEST SCHOOL DISTRICT  
123 MAIN STREET  
ANYWHERE, MO 00000  
(111) 123-4567, Fax (111) 789-1234

Dear Applicant:

Thank you for your interest in applying for an administrative position with the Best School District. We ask that the following items be addressed as a part of the application process:

1. Complete the enclosed application form.
2. Enclose a copy of your latest transcript(s) with the application. An official copy of your transcript(s) will be required if you are employed.
3. Enclose a copy of your Missouri teaching certificate or verification of eligibility for a Missouri teaching certificate.
4. Request your placement file be sent to us, or enclose 4 to 5 recent letters of recommendation. Also enclose a copy of your resume
5. Two copies of the form for child abuse and criminal record checks are enclosed. One copy must be completed and submitted to the Missouri State Highway patrol for the name search (#1, \$5.00 fee). The other copy must be completed and submitted to the Missouri Division of Family Services (#3, no charge). Each agency will then return the form to the Best School District.

Your application will become active once all of the above information has been received. Your application will remain active until April 30th at which time you must resubmit a new application. Please call the Human Resource Office at (111) 123-4567 if you have any questions about the application process.

We have also enclosed our current salary schedule and a brochure explaining the many opportunities the Best School District has to offer to our administrators. Thank you again for your interest and we will be looking forward to receiving your application.

Sincerely,

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Assistant Superintendent for Human Resources

Enclosures