



“Committed to Quality Education”

St. Maries Joint School District No. 41
240 S. 11th Street - P. O. Box 384
St. Maries, ID 83861
Telephone: (208) 245-2579
Fax: (208) 245-3970

WEB ADDRESS: <http://www.sd41.org>

If you are interested in applying for any current or future openings within St. Maries Joint School District No. 41 please complete and return the following:

1. Letter of Application addressed to:

St. Maries School District No. 41
240 S. 11th Street - P. O. Box 384
St. Maries, ID 83861
Telephone: (208) 245-2579
Fax: (208) 245-3970

- 2. Application for Employment – Certified**
- 3. Authorization for Release of Information on Past Employment With School Employers Idaho Code 33-1210** (attached to Application for Employment)
- 4. Resume’, including related education, training, and work experience**
- 5. Copy of Transcripts:** You must provide transcripts that list all classes taken and grades received for each institution you’ve attended. For the purpose of the initial interview only, a copy of the transcript from your university/college will suffice, if classes and grades for all other institutions are listed. However, official transcripts from all institutions are required upon employment.
- 6. Placement File:** Please have your university/college send your Placement File directly to the District Office. If you do not have a Placement File, provide three Letters of Recommendation.
- 7. Copy of Current Teaching Certificate:** Please provide a copy of your current Teaching Certificate, unless you have recently graduated, and it is in process.
- 8. Proof of Highly Qualified Teacher Status**
- 9. Consent to be Tested for Drugs** (attached to enclosed Pre-Employment Drug Testing Policy)

An Applicant cannot be considered for a screening interview without a complete file, and no Applicant can be considered for District positions unless he/she has had an initial screening interview.

If you are selected for employment with St. Maries Joint School District No. 41, you will be required to undergo a Background Records Check, including submission of fingerprints, to the State Department of Education and Federal Bureau of Investigation (FBI). There is a \$40.00 fee that must accompany the fingerprint card to the State Department of Education. The Applicant is responsible for payment of this fee.

Applicant files are kept for one year after the date of submission. To keep your file active you must complete and return an updated letter at the beginning of every calendar year.

Thank you for your interest in St. Maries Joint School District No. 41. Should you have any questions, please contact the District Office at (208) 245-2579.

ST. MARIES JOINT SCHOOL DISTRICT NO. 41 IS AN EQUAL OPPORTUNITY EMPLOYER
Qualified applicants receive consideration for employment without discrimination based on gender, age, national or ethnic origins, race, color, religion or the presence of a non-job-related handicap. Employment is contingent upon the necessary verification and work eligibility.

Preference given to eligible veterans – Idaho Code §65-503A.