



Human Resources
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SANDERS UNIFIED SCHOOL DISTRICT #18 CERTIFIED APPLICATION

TO: Applicants
FROM: Human Resources Office
SUBJECT: *Application and Selection Process*

PLEASE READ THE FOLLOWING BEFORE YOU FILL OUT YOUR APPLICATION.

Sanders Unified School District is an equal opportunity employer and does not discriminate on the basis of sex, age, race or sectarian belief.

- I. Applicants for all Certified positions must file the following items with the school district in order to be considered for vacancies:
 1. A completed and signed district application.
 2. Resume.
 3. A copy of **College Transcripts**.
 4. The names, current addresses and telephone numbers of all previous and immediate supervisors listed on application.
 5. *A copy of current Arizona Teaching Certificate. Applicants who do not possess an Arizona Teaching Certificate must provide written notice to the district that they have contacted the Arizona Department of Education and do qualify for the required certification. The address is Arizona Department of Education, Certification Unit, 1535 West Jefferson, Phoenix, AZ 85007. Telephone number is (602) 542-4367.
 6. A copy of results for all AEP, Praxis or similar tests taken to verify high quality status.
 7. A copy of valid IVP fingerprint clearance card. Fingerprint card application packets are available if needed.
 8. Three letters of recommendation.
 9. Letter of Interest.
 10. Authorization to release information (attached to application).
 11. The district EOE Data Sheet (attached to application).
 12. The Universal Background Check form (attached to application).

<Failure to provide any of the above information may result in disqualification for consideration.>
- II. Applicants who submit the required information will be considered for all positions in their area(s) of qualification. Applications are kept on file for two years only. Individuals must submit a new application with current information for subsequent vacancies.
- III. Applications will be screened by the district and the school administration. Individuals selected for interviews will be notified of the interview date. You will not be notified if you are not selected for an interview.
- IV. The criteria used in the selection process includes, but is not limited to:
 - a. Presentation of written application and related information.
 - b. Academic training and achievement.
 - c. Experience directly related to assignment.
 - d. References and recommendations.
 - e. Qualifications for Arizona Certification in area(s) directly related to the assignment or district needs (if applicable).
 - f. Interview performance.
 - g. Demonstrated computer literacy (if applicable).
 - h. Administrative recommendation.
 - i. Sanders Unified School District Governing Board approval.
 - j. Mini-lesson observation (in some cases, if applicable).

SUSD is An Equal Opportunity Employer

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Board President

Daisy Slim
Board Clerk

Anita Watchman
Board Member

Marlene Apachee
Board Member

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