



Spring, 2004

Dear Applicant,

Thank you very much for your interest in a classified position in the Ferndale School District. Enclosed is an application packet.

If you would like to apply for a specific position, please complete the application (noting the position on the top right corner) and return it with a letter of interest indicating position(s). Your application should arrive to the address on the bottom of this letter by 4:00 p.m., on the date stated on the posting notice.

If you are interested in becoming a classified substitute (Para-Educator, Clerical, Maintenance, Bus Driver or Food Service), please fill out the separate Classified Substitute Application.

The following details are provided as information and assistance to persons who are interested in employment with the Ferndale School District. Careful attention to the application and to furnishing all of the information requested is the most important first step in applying for any position. Everything you wish to have considered needs to appear on the application. Remember you are competing with all other applicants for available jobs.

- A letter of interest introducing yourself and quickly summarizing your application is recommended.
- Complete the front of the application. Your name, address, phone number and social security number are required. Information about your education and training is important. If you don't tell us, we won't know.
- Complete the employment history carefully. Where you have worked, what you have done and who you have worked for are very important. We do look at your work history. Leaving blanks tells us nothing. Please take the time to copy this out, do not write "see resume". Attach extra paper as needed.
- Use the space provided to tell us about you. The purpose of an application is not just to submit your name telling us you are interested in a job. The application is your way to sell yourself. Tell us what you have done, what skills you have, and why you would be the best candidate for the job you want.
- A resume or list of your work experience, education and special skills should be included in all applications. You can prepare this to best describe your skills, abilities, training and experience.
- A letter of reference from someone you have worked for is recommended. This can include a person who trained you or someone you have done volunteer work for. These letters should talk about the work you did, your skills and abilities, your attendance, and your dependability.

Because many people are interested in each job the district advertises, it is very important and beneficial to follow the suggestions noted in this document. Good luck and thank you for your interest in the Ferndale School District!