

## Summary of Application Process

- \*WELCOME ALL INQUIRIES REGARDING EMPLOYMENT
- \*APPLICATIONS ARE AVAILABLE VIA THE SCHUYLER R-1 WEBSITE OR
- \*APPLICATIONS ARE AVAILABLE AT THE DISTRICT OFFICE

### I. UNADVERTISED POSITIONS (No vacancy exists and no vacancy is expected)

#### A. TEACHING

1. BY MAIL
  - a) Mark the letter at the top as follows, "APPLICANT- (AREA OF CERTIFICATION)."
2. IN PERSON OR BY TELEPHONE
  - b) Tell the applicant that we do not have an opening at this time.
  - c) Ask that he/she submit a letter of interest (Name, address, position in which he/she is interested.)
  - d) Tell applicant that applications are available on the school District's website and at the District office.
  - e) All letters of interest and applications are to be kept on file in the District Office for one (1) year.

#### B. SUPPORT STAFF

1. Refer the applicant to the Business Office for information on a support staff application.
2. All letters of inquiry and application are to be kept on file in the Business Office.

### II. ADVERTISED POSITIONS Vacancy exists)

#### A. TEACHING

1. BY MAIL
  - a) Mail the applicant an application packet.
2. IN PERSON OR BY TELEPHONE
  - b) Tell applicant that application packet is available on the school District's website and at the District office.
  - c) All questions by applicants shall be referred to the Superintendent or appropriate hiring administrator.
  - d) All interviews are scheduled only by the hiring administrator after all paper work has been received.

#### 3. PREVIOUSLY FILED APPLICATIONS

Applications that have been on file for one (1) year or less will be reviewed by the Superintendent or appropriate hiring administrator to be considered for current vacancies.

#### B. SUPPORT STAFF

BY MAIL, IN PERSON OR BY TELEPHONE

Direct the applicant or forward the letter of inquiry and/or application to the Business Office.