

**WHITEFISH PUBLIC SCHOOL DISTRICT NO. 44**  
**INFORMATION FOR APPLICANTS OF CLASSIFIED POSITIONS**

**Application:**

*Thank you for your request for an application to be considered for a position at Whitefish School District No. 44. You will be contacted for a personal interview if you are selected as a candidate for a particular position. The School District will not reimburse candidates for their interview expenses.*

**COMPONENTS OF A "COMPLETE" APPLICATION**

*An application is considered "complete" when all of the components listed below are received on or before the closing date. Only "complete" applications are eligible for screening:*

- 1. Letter of application for a given position*
- 2. District Application - completed and sign*
- 3. Copy of Transcripts (High School and/or College)*
- 4. Copy of Licenses/Certificates (if applicable)*
- 5. Autobiography*
- 6. At least two (2) CURRENT letters of recommendation (dated within last 3 years)*

**Letter of Application:**

*A letter/statement expressing an interest in a given position at Whitefish Public Schools.*

**Transcripts:**

*Whitefish Schools will only consider for employment those people who have a high school diploma or its equivalent. A copy of your high school transcript verifying that a diploma was earned or a copy of GED (if applicable) is required. If you attended college or any post-high school training or schooling, a copy of said transcript(s) is required.*

**Copy of Licenses/Certificates:**

*If you are applying for a position which requires a specific competency which can be verified by a license or certificate, please include a copy of same with your application.*

**Autobiography:**

*An autobiography of your working career and events which led you to inquire of employment at Whitefish Public Schools is required.*

**Communications:**

*The Superintendent's Office will not initiate contact with you unless there is sufficient reason to do so. You may contact the Superintendent's Office regarding the status of your application or the employment situation. Notices of vacancies are posted on the Whitefish School District website, various employee bulletin boards and local newspapers.*