



ADMINISTRATION APPLICATION SUBMISSION INFORMATION

Send all applications materials in **one** PDF labeled:

lastname-firstname.pdf
(example: sebert-donna.pdf)

Please send (in this order):

- Downloaded application
- Cover letter
- Resume
- 3-4 letters of recommendation
- Transcripts
- Administrative certificate including evaluator approval

Application Download Instructions:

- Download application form to your computer
- Right-click on the form and select "Open with Adobe Reader" (for best results, use most current version of Adobe Reader)
- Complete the application
- Resave the completed application

Address all materials to Dr. David Smith.

Email your completed application materials in PDF format to:

Donna Sebert, HR Coordinator, at : dsebert@spirit-lake.k12.ia.us

Subject line should read: *Application – Title of Position Applying For*
(example: Application – Elementary Principal)

Please call Donna Sebert at 712-336-2820 ext. 3020 if you have any questions or need assistance.

Neither the Spirit Lake Community School District or anyone representing the school district shall discriminate based on gender, race, national origin, religion, creed, age, marital status, sexual orientation or disability.

The Spirit Lake Community School District is an EEO/AA employer.

