



## TEACHER 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
- Credentials
- Transcripts
- Teacher License

### **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 Director, at: [dsebert@spirit-lake.k12.ia.us](mailto:dsebert@spirit-lake.k12.ia.us)

Subject line should read: Application – *Title of Position Applying For*

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

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