

WILLCOX UNIFIED SCHOOL DISTRICT NO. 13
480 North Bisbee Avenue
Willcox, Arizona 85643
(520) 384-4211
FAX (520) 384-2025
www.willcox.k12.az.us

APPLICATION PROCESS INSTRUCTIONS

Step 1: Access a certified or classified application, available for MS Word only.

If you do not have MS Word, you can access the Adobe Acrobat (read-only) version of the application, print it out, and hand write the appropriate information. This process requires you to mail, fax or hand deliver the application to the district. The address and phone number are listed above. Please note that Adobe Acrobat (PDF) files require the Acrobat reader program to be installed on your machine, or you can access a free reader at www.adobe.com/products/acrobat/readstep2.html

Step 2: Both certified and classified applications are 8 pages long

Step 3: Start the application by clicking in the first grey field above the word "Last"

Step 4: You can navigate through the entire application by hitting the "Tab" button (located on the left-hand side of your keyboard). The Tab button will automatically select the next field so you can type-in the correct corresponding information.

Step 5: When typing on multiple lines, the form will automatically wrap the text.

Step 6: A check box must be clicked for selection. Be careful not to select multiple boxes, if the information only calls for one choice.

Step 7: After the application is complete:

- a) Save it to your computer and/or
- b) Print it out (Be sure to save a copy)
- c) The application **MUST BE SIGNED AND DATED**. If you are e-mailing the application it is acceptable to type your name in the signature line

Step 8: You may email, fax, mail or drop the application off at the District Education Center with the Attention line to Darlene Rodriguez. If emailing, send your completed application as an attachment to the District Education Center, attention Darlene Rodriguez, rodriguezdzd@willcox.k12.az.us.

Thank you for your interest in a position with the Willcox Unified School District