

## WILLCOX UNIFIED SCHOOL DISTRICT #13

480 North Bisbee Avenue Willcox,

Arizona 85643 (520) 384-8600 FAX (520) 384-4401 [www.wusd13.org](http://www.wusd13.org)

Dear Applicant,

Thank you for your interest in applying for employment with our school district. The application process with our district has two parts.

### **Arizona Certification**

Before you may apply for Arizona Certification, you must obtain a Class One or Class Two Fingerprint Clearance Card from the Arizona Department of Public Safety. Fingerprint packets may be obtained from the Applicant Clearance Card Team at Arizona Department of Public Safety, P.O. Box 18390, Phoenix, AZ 85005-8390, (602) 223- 2279. You will need to start this process immediately as it takes approximately 4-6 weeks to complete once submitted.

When you have your Fingerprint Clearance Card, please send it with your Application for Certification to the Arizona Department of Education to obtain your Arizona Teaching Certificate. Certification packets may be obtained from the Arizona Dept. of Education, P.O. Box 6490. Phoenix, AZ 85005-6490, (602) 542-4367. Applications and other helpful information may also be found on their website, [www.ade.az.gov](http://www.ade.az.gov).

### **Application for Employment with Willcox Unified School District**

We accept applications at any time. A complete file with our district consists of: A completed application, original transcripts, a placement file (this is optional), copy of teaching certificate, three letters of reference, a letter of application explaining the status

of your fingerprint clearance and your application for certification. Only a teacher holding a current Arizona Teaching Certificate may be in the classroom in our district. An exception is possible by a special agreement between the district and an applicant who is being seriously considered. Only a complete application will be reviewed by the school principal. We keep applications for employment on file for two years. We recommend that you update them annually.

If you have questions or need assistance, you contact me at the Willcox School District Education Center at (520) 384-8605 or email me at [shannon.martinez@wusd13.org](mailto:shannon.martinez@wusd13.org).

Sincerely,

Shannon Martinez

Business Support Specialist

Payroll/Human Resources