

VACANCY NOTICES AND GENERAL INFORMATION

Once you have an application on file with Human Resources and there is a vacancy for which you have an interest and are qualified, **you must submit a letter of interest** for the specific vacancy in order for your application to be pulled and screened by the interview team. Each vacancy is open for approximately 5-10 days; a closing date and time are posted on each vacancy notice. Once a vacancy is closed, applications and/or letters of interest will not be accepted unless otherwise noted.

Applications are accepted January 1 through December 31. If you would like your application to remain active after December of each year, you must inform Human Resources, in writing, of your desire.

Candidates with a non-job-related disability may request a reasonable accommodation in order to participate in any part of the application and/or interview process.

APPLICATION INSTRUCTIONS

In order for your application to be complete, you must submit the following:

- 1. A district classified employee application complete with the requested information** – available on our website, www.cdaschools.org, or you can pick one up at the Coeur d'Alene School District Office, 1400 N. Northwood Center Court, Coeur d'Alene, ID 83814.
The application form must be filled out accurately and completely. Please list all current references as requested, including their full names, titles, and current telephone numbers. Confidential inquiries from the references will be solicited by the Coeur d'Alene School District administrative staff or their designees.
- 2. A current resume**
Highlight your education, educational experience, non-education experience, major accomplishments, and computer experience, including software programs, etc. **Please do not include any personal information.**
- 3. Two (2) classified reference forms** – available on our website.
Reference forms are confidential information and are not available to the applicant. These are to be filled out and returned by your former supervisors to Human Resources at the district office.
- 4. If you are applying for any assistant position (except for Food Service, Maintenance/Custodial or School Plus Assistant) include the completed HQT verification form** available on our website.

INTERVIEWS AND HIRING

When there is a specific vacancy for which you are qualified and interested, **you must submit a letter of interest**. After the vacancy closes, your application will be reviewed by the interview team. The following process will be followed:

- 1. Screening of Applicants**
Complete applications with letters of interest is reviewed and screened. Items evaluated are:
 - ❖ spelling and neatness of application
 - ❖ related experience/education
 - ❖ classified reference forms
 - ❖ letters of recommendation
- 2. Interviews of Applicants**
Applicants who, through their application, appear to best fit the needs of the vacant position shall be invited for formal interviews. Although many applicants are considered for each position, the large volume makes it impossible to interview each one.
- 3. Appointments to Positions**
The appointment of any person to a position is based solely upon qualifications. Appointments to positions are made at any time of the year as the need arises, but occur more frequently during the spring and summer.

An offer of employment is subject to approval by the Board of Trustees. A condition of employment is an FBI fingerprint background check of all employees of the district.