

Dear Applicant,

Thank you for your interest in Lewis-Palmer School District 38. Our school district is known for the excellence of our staff and the opportunities we strive to provide for our students. We welcome your application.

In order to evaluate your candidacy for a position in our school district, you must complete the on-line application in its entirety. If at any time in the process you need to stop, all of your data will be saved and available to you when you login in the future using the username and password you have selected for yourself.

During the application process, you will be asked to complete a number of screens. You will be asked to provide names, phone numbers, and email addresses of three professional references. Depending on the vacancy for which you apply, you may also be asked to upload transcripts, reference letters, and current Colorado Educator licenses, if applicable. Having the materials handy will expedite the application process.

If you are selected for an interview, you will be contacted by telephone or email. Please DO NOT send unsolicited hard copies of any application materials to the Central Administration Office or the School Offices before an interview. They will simply be discarded.

Once your application is complete, you will be added to our database with a date stamp. Feel free to update your application as often as needed. Your application is available to you 24 hours per day, 7 days a week, as long as you have internet access. Each time you log in to update your application, or to apply to a specific vacancy, your application will receive a new date stamp. Your application will remain active in our system per the AppliTrack set-up. If you receive an email that your application will be removed, you simply need to login to renew the date stamp. Your applications can be accessed by any district administrator or department manager at any time. When an opening occurs, applications from the database will be screened and interviews will be scheduled by a member of the selection committee.

Good luck to all of you in your job search.

Sincerely,

*Robert Foster*

Robert Foster