



**Tips for completion of an application and a speedy response to an application submission:**

- Before applying for a position, please check your qualifications against the job description to determine if you possess the education, experience, and certification required. Click here for the Job Description Database > <https://www2.sdhc.k12.fl.us/jobdescrs/>
- On the reference page of your application, list your current, immediate supervisor as the first reference and SEND the form immediately. You may also send out additional professional references as applicable.
- Complete all pages of the application. This includes work history. If there is a GAP in work history longer than a year, include the reason for the GAP.
- Include all education. Upload **OFFICIAL** conferred degree transcripts and certifications/credentials as applicable. Web print-outs are **not** accepted.
- Applicants seeking employment must disclose any and all (lifetime) criminal history including information that may have been expunged from record. See Hiring Guidelines (below) for additional information.
- Click “Finish and Submit” at the end of the application. This must be done for each subsequent position applying to.

**- Check your email often for updates and next steps!**

Instructional and Administrative applicants are highly encouraged to attach the following documents: certifications, OFFICIAL transcripts, current observations and/or evaluations, artifacts and documents (student data and/or proven results) which may provide hiring managers past practice and performance data. An active application is the first vetting tool in the interview process for all hiring managers.