

_____ (Applicant Name)
 _____ (Address, City, State, Zip)
 _____ (Telephone #, E-mail Address) _____ (Date)

LETTER OF INTENT

Note: It is suggested that new certified teacher applicants provide as much information as possible including a copy of your resume, a formal cover letter, etc.

Please **circle** one of the following recipients:

Harlan County Public Schools ATTN: Scott Pace 251 Ball Park Road Harlan, KY 40831 *Certified and Classified Applications	Harlan County Public Schools ATTN: Gina Cox 251 Ball Park Road Harlan, KY 40831 *Certified Substitute Teacher Applications	Harlan County Public Schools ATTN: Jessica Gross 251 Ball Park Road Harlan, KY 40831 *Food Service Applications	Harlan County Public Schools ATTN: Debbie Dozier 251 Ball Park Road Harlan, KY 40831 *Bus Driver Applications
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I would like to express my intent to **apply** for the position of _____,
 located at _____ within the Harlan County Public School District.

Sincerely,
 _____ (Applicant Signature)

Please check/complete all that apply:

(Certified Teacher Applicants) I currently **DO** / **DO NOT** have a valid Kentucky Teaching Certificate. If not, please indicate the route to certification that you are on and include any related documentation. If you are in a MAT program such as Option 6, include your **letter of eligibility** specific to the position which you are applying for.

(Classified Applicants) Some classified positions require 64 college credit hours or an associate’s degree while others only require a high school diploma. If applying for a classified position, please indicate the level of education you have obtained. Associate’s degree/64 college credit hours or greater, high school diploma, GED, or enrolled in a GED program.

I am currently employed **full time** within the Harlan County Public School District as a _____ (position), at _____ (location). Please list your hire date: _____

I am currently employed within the Harlan County Public School District as a Certified or Classified substitute.

I am a former employee of the Harlan County Public School District. I last worked in the following year: _____

I am currently a **NEW** applicant to the Harlan County Public School District.