

\_\_\_\_\_ (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 Only	Harlan County Public Schools ATTN: Tabatha Johnson 251 Ball Park Road Harlan, KY 40831  *Food Service Applications Only	Harlan County Public Schools ATTN: Debbie Dozier 251 Ball Park Road Harlan, KY 40831  *Bus Driver Applications Only
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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.