

Instructions for Classified Applicants Ephrata School District

- Pick up a classified application from the district office or download from the website under *Employment*
- Read the application fully.
- Complete the application neatly. Include dates, names (first and last), phone numbers and addresses.
- **Include copies of all transcripts for coursework beyond high school.**
- References must be included with first and last name, phone number and relationship.
- If there is not a specific opening, your application will be placed in a general file. When there is an opening, the supervisor/principal will look through files for possible candidates.
- Interviews will then be scheduled. You may or may not be called.
- Past employment and character references will be called, so phone numbers are very important.
- If you are hired, fingerprinting is required. This is arranged through the district office.
- Applications will be kept on file for two years.
- District job postings can be found on the bulletin board in the district office or on the district website:
www.ephrataschools.org

Thank you for your interest in the Ephrata School District.