

ANDOVER ELEMENTARY SCHOOL
35 School Road
Andover, CT 06232
(860) 742-7339
(860) 742-8288 Fax

Dear Applicant:

Your interest in teaching in our school system is appreciated. To assist you with the application procedure, we are providing you with the following regarding our employment process.

An application form is enclosed. Supporting documents are to be mailed or delivered to: **Andover Elementary School, 35 School Road, Andover, CT 06232.**

To complete your application file for a position in our school system, you are requested to submit all of the following information:

1. Letter of application
2. Completed application form
3. Current resume
4. Transcripts
5. Proof of appropriate Connecticut certification
6. References

In your letter, please reference the job to which you are applying. Precise information about your qualifications, certification, previous employment, and field of interest or grade level also will be helpful.

Initial screening for interview usually will be done within three weeks of the closing date for a position. You will be contacted only if you are selected for an interview. A candidate who is interviewed will be notified in writing of the result of their interview.

Files are retained for one year. Should you wish to apply for another position, forward a letter of interest requesting your file be updated. Again, thank you for your interest. If you have questions please do not hesitate to contact my office.

Sincerely,

Andrew Maneggia
Superintendent