



HUMAN RESOURCES DEPARTMENT

13801 E Benson Highway • Vail, AZ 85641 • 520-879-2002 • FAX 520-879-2076

Dear New Certified Substitute:

Congratulations on your offer of employment with the Vail Unified School District. We are glad you have chosen to join our District! In this letter you will find helpful information regarding directions to complete your application, new hire paperwork, and payroll paperwork.

Please make sure you have uploaded your supporting documents to your application. You can check which documents you have uploaded by visiting our website at www.work4vailschools.com, logging into your application, and selecting the check application status link at the bottom of the page.

A complete application includes:

- A complete list of all employers for last 5 years
- 3 Recent Letters of Recommendation or Reference Forms
- Official Transcripts
- Fingerprint Clearance Card
- Valid AZ Teaching Certificate

If you have not uploaded these documents, you may bring them with you when you attend the Substitute Orientation at the District Office.

You will also need to submit a copy of your immunization record.

Please visit our website where you will be able to view and print the information you will need to submit at your scheduled Substitute Orientation. The website is located at <http://www.vail.k12.az.us/human-resources/new-employees/new-certified-substitute-information/>

Again, welcome to Vail School District!

Sincerely,

Erika Hurt
Substitute Coordinator