



HUMAN RESOURCES DEPARTMENT

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

Dear Coach:

Congratulations on your offer to coach in 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, and new hire paperwork.

Please make sure you have completed your application, and uploaded your supporting documents. 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
- Fingerprint Clearance Card, or submission of fingerprints to Vail School District Office (If you are a volunteer coach, and your child attends the school you are going to coach at you do not need to submit fingerprints)

If you have not uploaded these documents, you may bring them with you when you meet with your HR Specialist 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 to the District Office. The website is located at <http://www.vail.k12.az.us/human-resources/new-employees/new-athletic-coach-information/>

Again, welcome to Vail School District and have a great school year!

Sincerely,

Jena Privette
Recruitment Coordinator
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