

Letter of Intent for Employees

Please attach your resume to this letter of intent and submit to the
LISD Human Resources Department
1702 Houston St.
Laredo, Texas 78040
Phone (956) 273-1000, Fax (956) 273-1035 or E-mail humanresources@laredoisd.org

Date: _____

Position: _____
State position title as listed on job posting (one position per letter of intent.)

_____ Location of position (Campus/Department)

From: _____
Name

_____ Employee ID #

_____ Address

_____ Home/Cell / Work Phone (include area code)

_____ City, State, & Zip Code

_____ Present work location and position

Briefly state related experience for position you are applying for:

Employer & Location	Position / Title	Dates Employed Start, month/yr. – End, month/yr.	Type of Work

Check the highest level of education attained:

Not a high school graduate (circle last grade completed) 1 2 3 4 5 6 7 8 9 10 11 12

_____ High school graduate

_____ G.E.D.

_____ Two or more years of college

_____ Bachelor's degree

_____ Master's degree

_____ other training or education _____

Licenses and certificates held _____

(Please provide copies of all diplomas, certificates and licenses.)

Signature

Applicants for Administrative/Professional Positions are advised that reference checks will be conducted prior to interview.