

Letter of Intent for Employees

Please include a resume.

Date: _____

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

_____ **Campus/Department or Location of position**

From: _____

Name

Last 4 digits of Social Security Number/ Employee #

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

Attach your resume to this letter of intent and submit to the Human Resources Department or fax to
 (956) 795-3205 or E-mail it to humanresources@laredoisd.org or
 mail to LISD Human Resources Department, 1702 Houston Street, Laredo, TX. 78040

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