



Letter of Intent for Applicants

If you submitted an application within the last six months and would like to add another posted job opening/position to your application, you may use this form. If it has been longer than six months, please fill out a new application.

Date: _____

New Position as listed on job posting: _____

Location of position (Campus/Dept.): _____

Original position you applied for: _____

Name: _____

Last 4 digits of Social Security: _____

Address: _____

Home/Cell/Work Phone: _____

Briefly state related experience for position you are applying for:

Employer & Location	Position and Title	Dates employed: month/yr.	Type of work

Check the highest level of education attained:

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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.