

## **RIVERCREST SCHOOL DISTRICT**

1700 West State Highway 14  
Wilson, Arkansas 72395

Phone: (870) 655-8633

FAX: (870) 655-8841

### **APPLICATION INSTRUCTIONS**

1. Complete the application form accurately and completely.
2. Upon employment, the Immigration Reform and Control Act of 1986 require identification such as state-issued driver's license with photograph and a document such as a Social Security Card to establish eligibility.
3. Send to the Superintendent's Office (address is above) the following:
  - a. Application Form,
  - b. A photocopy of your teaching certificate,
  - c. An official transcript (showing degree and date granted, registrar's signature, and official seal) from each college or university conferring a degree.
4. Reference Forms:
  - a. Carefully read the reference forms; sign the statement on each form,
  - b. Send a reference form to each of your references; have each reference return the form to the above address.
5. Applications will be active for one year following the date of the application. A letter of renewal is required by the anniversary date of your application if you wish it to remain in the active file.