

Certified Staff (In-State) Applicants	
	<p>Certified staff positions include:</p> <ul style="list-style-type: none"> • Guidance Counselor • Interventionist • Psychologist • Speech Language Pathologist • Teacher
1	<p>COMPLETE ONLINE EMPLOYMENT APPLICATION</p> <ul style="list-style-type: none"> • Include all applicable experience (used in calculating initial salary) • 3 <u>professional work</u> references • Explanation of all gaps in employment • Attach documents
2	<p>OBTAIN ARIZONA IVP FINGERPRINT CLEARANCE CARD</p>
3	<p>ORDER OFFICIAL TRANSCRIPTS Submit original, official transcripts showing all conferred degrees. Do Not open sealed envelopes. ☞ Electronic transcripts must be sent directly from your university to personnel@lhusd.org ☞ Official <i>sealed</i> hard copies of transcripts mailed to LHUSD Personnel Department, 2200 Havasupai Blvd, Lake Havasu City, AZ 86403</p>
4	<p>AZ DEPARTMENT OF EDUCATION CERTIFICATION</p> <p>You are required to hold a valid Arizona teaching certificate to be employed as a teacher in LHUSD; an HR Specialist will help you with the application process if you have not already obtained teacher certification in Arizona.</p>
5	<p>VERIFICATION OF EMPLOYMENT</p>
6	<p>COMPLETE NEW HIRE PAPERWORK</p> <ul style="list-style-type: none"> • Salary Placement/Welcome letter • District will complete online at Background check (employee responsible for fee)
7	<p>BRING NECESSARY DOCUMENTS TO COMPLETE HIRING PROCESS</p> <ul style="list-style-type: none"> • Two forms of identification for the I-9 • Social Security Card (for payroll purposes) • Content Exam Results • Checkbook or money order to pay for AZ certification
8	<p>PAYROLL & BENEFITS The Payroll Department will contact you to enroll in medical and other benefits.</p>