

# Teaching Application Log

**Title of position** \_\_\_\_\_

**Title/Name of School District Contact:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**E-mail Address:** \_\_\_\_\_

**Application Materials Requested by School District**

**Date Sent**

When sent, enter appropriate code from choices below:

(M = U.S. Mail, F = Fax, W = Web, E = E-Mail)

\_\_\_\_ Application/Cover Letter or Letter of Interest \_\_\_\_\_

\_\_\_\_ School District Application Form ( \_\_ online; \_\_ paper) \_\_\_\_\_

\_\_\_\_ Inquiry Letter (position not advertised) \_\_\_\_\_

\_\_\_\_ Resume \_\_\_\_\_

\_\_\_\_ Copy of Teaching License \_\_\_\_\_

\_\_\_\_ Transcript (official or unofficial) \_\_\_\_\_

\_\_\_\_ Reference(s)\*\* \_\_\_\_\_

\_\_\_\_ Final Evaluation of Student Teaching \_\_\_\_\_

\_\_\_\_ Other \_\_\_\_\_

\*\*List the References sent if you applied before you received all of the references you are using in this search.

**Follow-up:**

\_\_\_\_\_ Letter

\_\_\_\_\_ E-mail

\_\_\_\_\_ Phone Number

**Extra Notes/Information:**

\_\_\_\_ **Called School District to request application form (if not on web site)**