

## **FREQUENTLY ASKED QUESTIONS WHEN APPLYING FOR EMPLOYMENT**

### **1. What to include when submitting your information:**

#### **Teachers (full time and substitute):**

- \*Cover Letter
- \*Resume
- \*PA Standard Application
- \*Updated Clearances (not more than 1 year old)
- \*Teaching Certificate
- \*Letters of Reference (not more than 1 year old)
- \*Transcripts
- \*Praxis Scores

#### **Support (clerical, aides, maintenances/custodial staff, full time and substitute):**

- \*Cover Letter
- \*Resume
- \*Application (available on the web site)
- \*Updated Clearances (not more than 1 year old)
- \*Reference Letters

### **2. How can I submit my information?**

- \*Email your information to [huwalta@youghsd.net](mailto:huwalta@youghsd.net)
- \*Mail to Yough School District, 915 Lowber Road,  
Herminie, PA 15637 Attn: Dr. Janet Sardon
- \*Drop off at Central Administration
- \*Fax to 724-446-5017