## Certified Staff

Certified positions include:

- Teacher
- Guidance Counselor
- Social Worker
- Media Specialist
- Psychologist
- Substitute Teacher

Certified applications must include the following items:

- Official transcripts
- (3) letters of reference
- Resume / placement folder
- Secondary teaching certificate or appropriate certification
- Copy of fingerprint clearance card (front and back side)

## **Background Check**

The Tolleson Union High School District pays for a background check screening for ALL employees. As a condition of employment, employees must sign an authorization form to conduct the background check screening. The Human Resources office will arrange to give the form to recommended candidates for hire.

Out of state applicants are encouraged to contact the Arizona Department of Education for certification under reciprocity.

Arizona Department of Education 1535 West Jefferson Street Phoenix, Arizona 85007