

## **WILLCOX UNIFIED SCHOOL DISTRICT #13**

480 North Bisbee Avenue

Willcox, Arizona 85643

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[www.wusd13.org](http://www.wusd13.org)

### **APPLICATION PROCESS INSTRUCTIONS**

- Step 1: Access a certified or classified application, available for MS Word only
- If you do not have MS Word, you can access the Adobe Acrobat (read-only) version of the application, print it out, and hand-write the appropriate information. This process requires you to mail, fax or hand deliver the application to the District. The address and phone number are listed above. Please note that Adobe Acrobat (PDF) files require the Acrobat reader program to be installed on your machine, or you can access a free reader at [www.adobe.com/products/acrobat/readstep2.html](http://www.adobe.com/products/acrobat/readstep2.html)
- Step 2: Both certified and classified applications are 8 pages long
- Step 3: Start the application by clicking in the first grey field above the word "Last"
- Step 4: You can navigate through the entire application by hitting the "Tab" key. The "Tab" key will automatically select the next field so you may type in the correct corresponding information.
- Step 5: When typing on multiple lines, the form will automatically wrap the text.
- Step 6: A check box must be clicked for selection. Be careful not to select multiple boxes if the information only calls for one choice.
- Step 7: After your application is complete:
- Save it to your computer and/or
  - Print it out (be sure to save a copy)
  - The application **MUST BE SIGNED** and **DATED**. If you are emailing the application, it is acceptable to type your name in the signature line.
- Step 8: You may email, fax, mail or drop off the application at the District Education Center, located at 480 N. Bisbee Avenue, Willcox, AZ, with the Attention line to Teresa Mills. If emailing, please send your completed application as an attachment to [teresa.mills@wusd13.org](mailto:teresa.mills@wusd13.org).