

# JOPPA-MAPLE GROVE UNIT SCHOOL DISTRICT #38



JOPPA HIGH SCHOOL  
911 JOPPA NORTH AVENUE  
P.O. BOX 10; JOPPA, IL 62953  
(618) 543-7589  
FAX 543-9264

MAPLE GROVE ELEMENTARY  
1698 GRAND CHAIN ROAD  
METROPOLIS, IL 62960  
(618) 543-7434  
FAX 543-7486



Dr. Vickie Artman,

Mrs. Terri Waddell,

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Thank you for your recent communication regarding positions open at Joppa Maple Grove Unit School District #38. The following documents are needed to complete your application.

- District Application Form – Completed and Signed
- Letter of Interest
- Resume
- Copy of Educator License from ISBE/ELIS
- Official College Transcripts in sealed envelope or sent directly to the Superintendent
- Three current letters of reference with contact information
- Physical (upon hire)
- T.B. Test (upon hire)
- Background Check (upon hire)

When all documents are complete and received by this office, your application file will be considered for any openings. Application files are kept for 18 months from the date the file is submitted. All openings are open until filled.

Date Application received: \_\_\_\_\_

Application received by: \_\_\_\_\_