



**Indian River Central
School District
Office of Human Resources**

*IREA: Please print out this form, complete it and send it with your **updated resume** to the address below by the date indicated on the posting.*

To: Human Resources Administrator
District Offices
32735B Co. Rt. 29
Philadelphia, NY 13673
Fax (315) 642-3738

Letter of Intent

Date: _____

From: _____

I am interested in transferring / applying for the position of: _____
at: _____

I am currently employed by the district: Full-Time Part-Time
Current title: _____
Building: _____

- Sub
 Not currently employed by the district

I have earned my High School Diploma or HSE Certificate on _____ (date)

I am a good candidate for this position because:

Your Signature: _____ email: _____

Print Your Name: _____

Address: _____

City, State, Zip: _____ Telephone _____

Number: _____

INCLUDE References:

Name	Position	Contact Number
_____	_____	_____
_____	_____	_____
_____	_____	_____