



Dear Candidate,

Thank you for expressing interest in Community Christian School in Pease, MN. CCS is dedicated to working with the home to provide a Biblically centered education, preparing students to serve the Lord in today's world.

The school is situated in the small community of Pease, drawing students from the larger communities of Milaca and Princeton. Pease is approximately sixty miles north of Minneapolis/St. Paul and thirty miles east of St. Cloud. People in the area enjoy a comfortable rural setting, yet the opportunities of the larger metropolitan areas are easily accessible.

Enclosed you will find an application for employment. We also ask that applicants be sure to send the following materials listed below. I believe that most of this material is included in your credential file.

New/Recent College Graduates:

- **College Credential File**
- **Transcript** - usually a part of the credential file.
- **Cover Letter**
- **Your resume**
- **Three professional letters of reference** - these are typically contained in the credential file. These can be from professors as well as from others who have first-hand knowledge of your work in the education field. One of the recommendations must be from your supervising teacher.

Teachers Currently Employed:

- **Cover Letter**
- **Your resume**
- **Two letters of recommendation**

We are hoping to begin our interviewing in the next month. We ask that you forward your application and all other requested materials to CCS as soon as possible.

If you have any questions regarding your application you may contact me at any time at 320.369.4239. Thank you again for your interest and may God bless you as you seek to serve Him in the teaching profession.

Sincerely,

Amy Banks
Principal/Development Director

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