

## Documents for Teach Philadelphia

### Instructions from Teach Philadelphia applicants

The following documents are requested for all **Teacher/Licensed** applicants for **Teach Philadelphia**. Incomplete applications may not be considered. Please click on the "Details" button and follow the instructions.

Do NOT mail your documents to **Teach Philadelphia**; they will not be considered as part of your application. You must click on the "Details" button and follow the instructions for submitting your documents.

These documents will be visible to this district only.

### Help

- How will I know if you have received my documents?
- Can I upload one page at a time?
- Will these documents be visible to other districts?

Need more help ?

### District Documents

Document Title	Document Type	Date Requested	Date Received	Status	
Resume	Resume - District Document	08/09/2009	08/09/2009	Received	<b>1</b> Details
Letter Of Reference #1	Professional Reference	12/12/2008	12/12/2008	Received	Details
Letter Of Reference #2	Professional Reference	06/11/2009	01/08/2009	Received	Details
Transcripts	Transcripts - District Document	01/06/2009	01/06/2009	Received	Details

EdZapp, the software provider for the Teach Philadelphia application, has the ability to scan and upload a hard (paper) copy of your resume, letters of reference, and transcript for you. If you are unable to convert your file into a PDF document, you should choose this option. To begin, click on the "details" button (1) next to the document which you would like to submit.

My Profile

Build Resume

Questions

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Application Status/Jobs

## Documents for Teach Philadelphia

### Instructions from Teach Philadelphia applicants

#### Professional Resume

- Please provide a current professional resume.
- If you have already mailed or submitted a resume to Hillsboro (e.g.: at a job fair), please provide an additional copy using this form.

Return to your Online application to check your document status (the document will be marked "received" once it is uploaded). Please do NOT send documents to our district offices.

Please select one of the options below:

- I will mail this document to EdZapp myself
- I will upload this document myself in .PDF format
- I will use one of my Document Management documents

Cancel

Continue

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Click on the selection "I will mail this document to EdZapp myself" (1) and click the "continue" button (2).

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### Instructions from Teach Philadelphia applicants

Click the button below to generate a barcode cover sheet with the district forms and associated instructions. Be sure to include the cover sheet when sending in the document. If another institution (e.g. college/university) or individual (e.g. letter writer, reference, etc.) is sending in the document, please instruct them to include the barcode cover sheet with the completed form(s).

1 [Generate Bar Code Coversheet](#) [Finished](#) [Cancel](#)

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Letter Of Reference #2	Professional Reference	06/11/2009	01/08/2009	Received	<a href="#">Details</a>

You will see the screen above. Click on "Generate Bar Code Coversheet" (1).

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Opening DF\_828220\_945.pdf 1

You have chosen to open  
DF\_828220\_945.pdf  
which is a: Adobe Acrobat Document  
from: http://edzapp.com

What should Firefox do with this file?

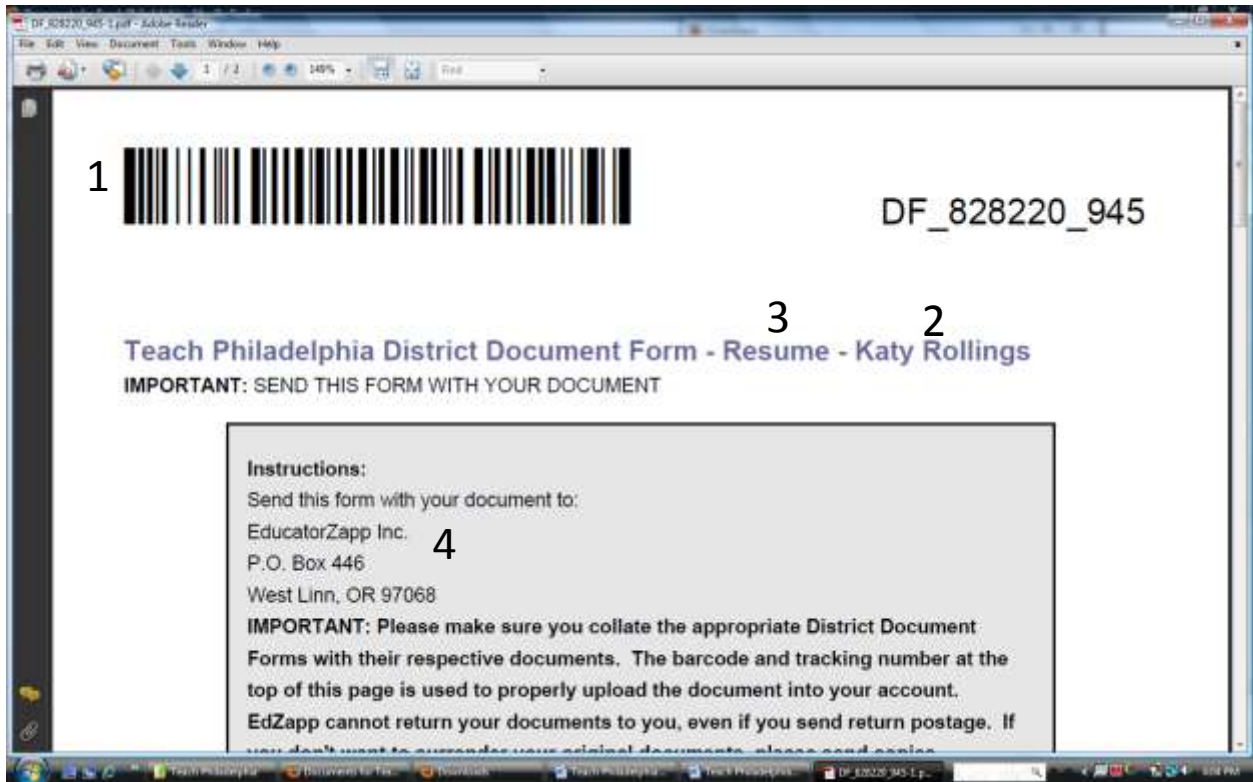
Open with Adobe Reader 9.1 (default)

Save File

Do this automatically for files like this from now on.

2 OK Cancel

Your computer should give you this pop-up box (1), which will ask you about opening a PDF. Click “OK” (2) to open the document.



You should now see a PDF file with the following features: a bar code (1), your name (2), and the name of the document that you are submitting (3). You will also see EdZapp's mailing address (4). You must PRINT this page. Once you have printed the page, match it up with the correct document (for example, for this page, I would submit my resume with it), and post it (regular mail) to EdZapp. They will scan the document in for you and upload it to your resume. You should be able to log in and see the document in your application after they have received, scanned, and uploaded it.