

Classified Position Application

(Custodian, Food Service, Aide, Administrative Assistant, etc.)

Crowley County School District Re. 1-J
117 W. Third Street
Ordway, CO 81063
Phone: (719) 267-3117
Fax (719) 267-3130

Crowley County School District Re. 1-J does not discriminate against any applicant for employment on the basis of age, race/color, religion/creed, gender, nationale/ethnic origin, handicap/disability, or citizenship status.

Position Applying for: _____

INSTRUCTIONS: Complete (please type or print) all sections accurately.

Personal Data

Name: _____
Last First Middle Former/Maiden

Mailing Address: _____

City, State, Zip: _____ Email _____

Phone Number(s): Home: _____ Cell: _____

Current job/employment: _____ Current Salary \$ _____

If offered, date available to begin employment: _____

List any special skills or training that you have relating to the classified position for which you are applying:

Have you ever worked for this district in the past? Yes _____ No _____

If yes, what position? _____ Date: _____

Reason for leaving: _____

(for office use only)

Date Received: _____

Interview Date: _____

Board Approval: _____

Hire Date: _____

Background

Each of the following questions must be answered with a "YES" or "NO." If any answer is "YES," please attach an explanation, include final disposition of investigation. (**Note:** A "YES" answer will not necessarily bar you from employment. Each situation will be judged with respect to time, circumstances and seriousness.

Yes/No

_____ Have you ever resigned or been discharged from any position including the armed forces, while under suspicion of having engaged in criminal, immoral, unprofessional conduct, or are you under investigation for such a charge?

_____ Have you been convicted of a felony or misdemeanor. Including pleading *nolo contendor*, or are you under investigation for any such offense, other than a minor traffic offense? **Please note: Driving While Intoxicated (DWI), Driving Under the Influence (DUI) and similar charges are NOT considered minor traffic offenses.**

_____ Have you ever surrendered a certificate, credential/license/permit or have one denied, revoked or suspended in lieu of dismissal?

_____ Have you ever received an unsatisfactory performance evaluation?

_____ Have you ever received probation or deferred judgment?

_____ Have you ever served time in prison?

_____ Have you ever been convicted, resigned, discharged from any position in which the subject of the investigation involved criminal, immoral or unprofessional conduct with/involving children in which you were in a position of trust?

_____ I am aware that if offered a position, a background check will be made on behalf of the school district

Education: Proof of education level may be required prior to employment.

	Location	Years completed	Diploma, certificates, etc.
High School/GED			
College			
Other			
Other			

Prior Employment: Complete full information on last **four** employers. **Start with most recent employer.**

From - to MM/DD/YY	Employers Name & Mailing Address	Supervisor's Name & Phone Number	Positions & Duties	Reason for Leaving

References: Give the names of three persons who have supervised you or know about your work experiences and are not related to you.

Name	Full Mailing Address	Position	Phone #	Work

Are you aware of any reason (physically or mentally) you would not be able to perform the duties required of the position which you are making application? (I have read the job description for the position for which I am applying and understand the conditions and performance requirements.)

_____ Yes _____ No

If yes, please explain:

AGREEMENT

I hereby certify that all statements made on this application are true, accurate and complete. Any misrepresentations or willful omissions of facts shall be sufficient cause for disqualification of the application or termination from employment. I hereby authorize the district or its agents to conduct work history and personal reference checks to verify statements on this application form and other materials provided as part of my application for position. Further, I understand and agree that my employment is for no definite period and may, regardless of the date of payment of my wages or salary, be terminated at any time without previous notice.

Signature

Date