

## **APPLICATION FOR EMPLOYMENT**

### **CERTIFICATED PERSONNEL**

To Applicant:

Sargent School District RE-33J is seeking high quality candidates who meet Colorado Department of Education standards for certification and licensure. Standards include passing competency tests. For specifics on Colorado requirements please contact:

Colorado Department of Education  
Educator Licensing  
201 East Colfax Avenue  
Denver, CO 80203  
(303) 866-6628  
FAX: (303) 830-0793

You must submit the following items with this application to complete your file and be eligible for interview:

1. Letter of application.
2. A complete set of unofficial transcripts. (Official transcripts will be required upon employment.)
3. Three letters of recommendation or college placement credentials.
4. Resume.

Those selected for employment must:

1. Furnish official college transcripts.
2. Be able to secure a written release if under contract to another school district.
3. Possess or be eligible to possess a Colorado teaching certificate or license.

Return application and related material to:

Superintendent  
Sargent School District RE-33J  
7090 North Road 2 East  
Monte Vista, CO 81144  
(719) 852-4023  
FAX: (719) 852-9890

*The Sargent School District does not unlawfully discriminate on the basis of race, color, sex (which includes marital status), sexual orientation, religion, national origin, ancestry, creed, age, or disability in admissions, access to, treatment, or employment in educational programs or activities which it operates.*

*Specific complaints of alleged discrimination under Section 504 (handicap), Title II (Disability) or Title IX (sex) should be referred to: Superintendent of Schools, Sargent School District, 7090 N. Road 2 E., Monte Vista, Colorado 81144, phone (719) 852-4023. Complaints may also be filed with the Office of Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 North Speer Boulevard, Suite 310, Denver, Colorado 80204.*

SARGENT SCHOOL DISTRICT RE-33J  
7090 North Road 2 East  
Monte Vista, CO 81144

### **WHAT HAPPENS TO MY APPLICATION?**

- 1. WHEN IS MY APPLICATION COMPLETE?**  
A completed application will include a letter of application, a finished and signed application form, placement office papers, unofficial transcripts, and a resume.
- 2. WHAT HAPPENS TO MY APPLICATION WHEN IT IS COMPLETE?**  
The application and supporting documents are placed in the active file alphabetically by subject and/or grade level. These files are open to all administrators and supervisors in the district.
- 3. WILL I BE NOTIFIED AS TO THE COMPLETENESS OF MY APPLICATION?**  
Sargent School District does not have the staff to perform this service. We welcome your inquiries concerning your file. Either call (719) 852-4023 or write.
- 4. WHAT IS THE PROCESS WHEN THERE IS A VACANCY IN MY FIELD?**  
Vacancies are advertised within the district and state. The principal, director, and/or other appropriate persons screen applicants and select those to be interviewed.
- 5. ARE ALL APPLICANTS INTERVIEWED?**  
No. Because of the number of applicants and because of varying levels of applicant preparation only those under serious consideration are interviewed. Interviews are conducted by one or more of the following: Superintendent, principal, or supervisor with staff involvement where appropriate.
- 6. IF I AM SELECTED FOR AN INTERVIEW WHO PAYS THE TRAVEL EXPENSES?**  
Interviews conducted at Sargent are at the applicant's expense.
- 7. WILL I BE NOTIFIED IF I AM INTERVIEWED BUT NOT SELECTED FOR A POSITION?**  
Those applicants who are interviewed but not selected will be notified either verbally or in writing when the position is filled.
- 8. MUST I RENEW MY APPLICATION?**  
Yes. All complete applications are held for a period of one year from the date of application and then declared inactive unless the applicant notifies the superintendent he/she wishes to remain active. It is best to do this in writing.
- 9. MAY I JUST SAY "SEE RESUME" ON MY APPLICATION?**  
Application forms bring necessary information together in one location. A completed application serves this function. Current addresses and phone numbers and complete information such as exact hours in major and minor fields enhances candidacy.

**THANK YOU FOR YOUR CONSIDERATION OF SARGENT RE-33J**

District Use Only

Application Received \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ Letter \_\_\_\_\_ Resume \_\_\_\_\_

Reference/Credentials \_\_\_\_\_ Transcripts \_\_\_\_\_ Certificate/License \_\_\_\_\_

**SARGENT SCHOOL DISTRICT NO. RE-33J**

(Typed Responses Preferred)

Name \_\_\_\_\_ Social Security No. \_\_\_\_\_  
Last First Middle

Application Date \_\_\_\_\_ Application for Full Time \_\_\_\_\_ Part Time \_\_\_\_\_

Address \_\_\_\_\_  
Number Street City State Zip

Current Telephone No. \_\_\_\_\_ Alternate Telephone No. \_\_\_\_\_

I hereby apply and AM QUALIFIED for the following position(s): (Indicate ONE first choice and ONE second choice. YOUR APPLICATION WILL BE FILED ACCORDING TO YOUR FIRST CHOICE.)

Level	Senior High Subjects	Middle School	Elementary Grade(s)
First Choice	_____	_____	_____
Second Choice	_____	_____	_____

Do you hold a valid Colorado teaching certificate/license? Yes \_\_\_ No \_\_\_ Have applied \_\_\_ If "Yes", endorsements \_\_\_\_\_ and expiration date \_\_\_\_\_ (Please attach a copy.)

**EDUCATION**

Name of college, location and date(s) attended.	Date From-To	Degree	Major	Sem. Hrs.	Minor	Sem. Hrs.
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

GRADUATE CREDIT earned since receiving most recent degree: college/date/amount of graduate credit.

\_\_\_\_\_

**CONTRACTUAL SCHOOL TEACHING EXPERIENCE (MOST RECENT FIRST)**

Place Taught	Assignment/ Responsibilities	Date		Name of Principal or Supervisor and Telephone Number
		From	To	
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Total number of years teaching in Colorado \_\_\_\_\_ Outside Colorado \_\_\_\_\_

**STUDENT TEACHING, INTERNSHIPS, SUBSTITUTE WORK (MOST RECENT FIRST)**

Type of Work and/or Position	District	Date		Name of Supervisor & Telephone Number
		From	To	
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**OTHER RELEVANT EXPERIENCES (MOST RECENT FIRST)**

Title/Description	Assignment/ Responsibilities	Date		Name of Supervisor & Telephone Number
		From	To	
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

What activities are you qualified by preparation to instruct:  
(Use an H to designate head instructor. Use an A to designate assistant instructor.)

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Vocal Music        | <input type="checkbox"/> Yearbook          | <input type="checkbox"/> Intramural Sports (list) |
| <input type="checkbox"/> Instrumental Music | <input type="checkbox"/> Cheerleading      | _____   |
| <input type="checkbox"/> Speech             | <input type="checkbox"/> Class Sponsorship | _____   |
| <input type="checkbox"/> Drama              | <input type="checkbox"/> Flag Team         | _____   |
| <input type="checkbox"/> Journalism         | <input type="checkbox"/> Athletics (list)  | _____   |
| <input type="checkbox"/> Student Council    | _____                                      | _____   |
| <input type="checkbox"/> Clubs (list)       | _____                                      | _____   |
| _____                                       | _____                                      | _____   |
| _____                                       | _____                                      | _____   |
| _____                                       | _____                                      | _____   |
| _____                                       | _____                                      | _____   |

Are you under contract? Yes \_\_\_\_\_ No \_\_\_\_\_ Date Available \_\_\_\_\_

List participation within the last two years in any professional activity for the improvement of the school or schools where you have been employed. (e.g., curriculum revision, etc.)

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List any community and/or professional organizations of which you are a member. (Mention any offices, honors, or positions of responsibility you have held in these organizations.)

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Have you ever been dismissed from a position or asked to resign? Yes \_\_\_\_\_ No \_\_\_\_\_  
If "Yes", where, and describe reasons (attach a separate sheet if necessary.)

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Why do you wish to leave your present position? \_\_\_\_\_

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Will you accept an assignment, attend meetings or other school activities after school hours?  
Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever been convicted of a crime? Yes \_\_\_\_\_ No \_\_\_\_\_ If "Yes,  
provide complete details on attached sheet of paper indicating date, charge, place, and action taken. Be  
advised that an affirmative answer does not disqualify an applicant.

Please describe what you want to accomplish in the position for which you are applying. Include how you can be effective with students, parents, staff, and community.

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Signature

Applications are placed in the active file for a period of one (1) year.

An on-site interview (at the applicant's expense) is required before hiring, unless specifically waived by the district.

Colorado statutes provide that this application and the information contained herein are available for public inspection.

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**PLEASE READ CAREFULLY BEFORE SIGNING**

I certify that the information given by me on this application and my supplement is true and correct to the best of my knowledge. I understand that false statements on this application my result in termination of employment.

\_\_\_\_\_  
Date  
\_\_\_\_\_  
Signature of Applicant  
\* \* \* \* \*

**OPTIONAL SECTION**

From time to time, surrounding school districts experience a shortage of candidates and will contact us for leads on applicants. If you want us to share your file with districts which are seeking applicants in your area of specialization, please sign the following release:

I hereby authorize sharing of my application data, including but not limited to credentials and transcripts, with authorized employment officials from other school districts who may be seeking applicants in my area of specialization.

\_\_\_\_\_  
Date  
\_\_\_\_\_  
Signature of Applicant

**AFFIRMATIVE ACTION EMPLOYMENT DATA**

The Sargent School District is an Equal Opportunity/Affirmative Action Employer. In an effort to collect and analyze data for affirmative action purposes only, you are invited to complete this form by providing the information requested below. The provision of the information is strictly voluntary, and, if provided, this information will be handled confidentially. Failure to provide this information will not subject you to any adverse treatment. Upon request, reasonable accommodation to handicapped applicants may be made.

\_\_\_\_\_  
Applicant's Name

**ETHNIC/GENDER INFORMATION**

(Check one line each for the ethnic and gender information.)

- |       |                                      |       |        |
|-------|--------------------------------------|-------|--------|
| _____ | 1. American Indian or Alaskan Native | _____ | Female |
| _____ | 2. Asian or Pacific Islander         | _____ | Male   |
| _____ | 3. Black, not of Hispanic Origin     |       |        |
| _____ | 4. Hispanic                          |       |        |
| _____ | 5. White, not of Hispanic Origin     |       |        |