

**APPLICATION  
CLASSIFIED POSITION**

**An Equal Opportunity Employer**

Applications will be retained for one year  
and renewed only upon request.

Fremont County School District RE-3

0345 County Road 12, P.O. Box 385

Cotopaxi, CO 81223

Phone: (719) 942-4131

Fax: (719) 942-4134

[www.cotopaxire3.org](http://www.cotopaxire3.org)

**Print or type application**

**APPLICATION FOR EMPLOYMENT:**

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_  
Street City State/Zip Code

Home Telephone Number \_\_\_\_\_ Work Telephone Number \_\_\_\_\_

Have you previously been employed by the Fremont County RE-3 School District? \_\_\_\_\_ If yes, indicate job held and date(s): \_\_\_\_\_

**EMPLOYMENT PREFERENCE:** Indicate below, in order of preference (1 = 1<sup>st</sup> choice, 2 = 2<sup>nd</sup> choice, etc.), positions for which you are applying.

Secretarial \_\_\_\_\_ Custodial \_\_\_\_\_ Media Para \_\_\_\_\_

Instructional Asst \_\_\_\_\_ Special Ed. Asst \_\_\_\_\_ Food Service \_\_\_\_\_

\*Maintenance \_\_\_\_\_ \*Indicate area of expertise \_\_\_\_\_

Other (please specify) \_\_\_\_\_

Are you a citizen of the United States? \_\_\_\_\_ If not, do you have a work permit? \_\_\_\_\_

In accordance with the U.S. Immigration Reform and Control Act as amended I 1985, applicants will be required to provide verification of employment eligibility at the time of employment. Among the most common forms of identification is a valid U.S. passport, U.S. birth certificate, social security card, driver's license; state issued ID card and/or Alien ID card. In some instances two forms of identification may be required. A complete list of acceptable ID is available upon request. Persons unable to meet this requirement within three days of date of hire will be suspended from employment until proper identification is registered in the Office of Human Resources.

**EDUCATION:** Circle the highest grade completed:

	9	10	11	12	Institution
High School					_____
Business/Technical School					_____
College/University					_____

Other significant training courses: \_\_\_\_\_

**EMPLOYMENT HISTORY:**

List below all present and past employment beginning with your most **recent**. Applicants attach resumes in addition to completing this section.

Employer \_\_\_\_\_ Position \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_ Supervisor \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_ Reason for leaving \_\_\_\_\_

Duties you performed \_\_\_\_\_

Employer \_\_\_\_\_ Position \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_ Supervisor \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_ Reason for leaving \_\_\_\_\_

Duties you performed \_\_\_\_\_

Employer \_\_\_\_\_ Position \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_ Supervisor \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_ Reason for leaving \_\_\_\_\_

Duties you performed \_\_\_\_\_

List any specific skills you have which may relate to the position for which you are applying: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**REFERENCES:** List references you have known two years or longer. Do not list relatives or former employers already listed previously.

Name	Address	Position	Telephone

**Secretarial and Clerical Applicants Only:**

Typing \_\_\_\_\_ ( \_\_\_\_\_ wpm)      Bookkeeping \_\_\_\_\_      Office Machines (copiers, fax) \_\_\_\_\_

Computer Skills \_\_\_\_\_      Word Processing \_\_\_\_\_      10 Key Calculator \_\_\_\_\_

Other training skills: \_\_\_\_\_

**Instructional Assistant Applicants Only:**

Recognizing that an Instructional Assistant will be called upon to provide a variety of services at a variety of grade levels, we feel that a better job will be done and the Instructional Assistant will be happier if the duties to be performed are matched as closely as possible to the Instructional Assistant's preferences. A number of duties are listed below. Please circle the number to show which duties you prefer: 1 = dislike very much, 2 = dislike, 3 = no preference, 4 = enjoy, 5 = enjoy very much.

1	2	3	4	5	Supervising "study periods"	1	2	3	4	5	Playground supervision
1	2	3	4	5	Working with groups of students	1	2	3	4	5	Lunch supervision
1	2	3	4	5	Working with individual students	1	2	3	4	5	Making games, bulletin boards, etc.
1	2	3	4	5	Library work (shelving books, cataloging, helping students, etc.)	1	2	3	4	5	Clerical work (typing, helping in the office, etc.)

Grade levels do you most prefer to work with \_\_\_\_\_ Grade levels you do not like to work with \_\_\_\_\_

List pertinent responsibilities held in organizations, churches, military, educational or youth group programs: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Indicate areas of special interests, talent or ability (special services, music, art, computer skills, library, etc.): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I am able to perform the duties of the position sought because \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**ALL APPLICANTS:**

Have you ever been dismissed from any position for immoral or unprofessional conduct or for unfitness for service?

YES \_\_\_\_\_ NO \_\_\_\_\_

If yes, explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you ever been convicted on a misdemeanor or felony? \_\_\_\_\_

If your answer is "yes" to the above question, provide complete details on a separate sheet stating date, charge, place, and action taken. Be advised that an affirmative answer does not automatically disqualify an applicant.

School Board Policy prohibits the use of tobacco in school facilities.

State law and district policy requires fingerprinting of all new employees.

"I certify that the information in this application is true and complete to the best of my knowledge. I understand that the Fremont County School District RE-3 may conduct examinations into my background, including, but not limited to a medical history, worker's compensation record, employment history, driving record, and criminal record. I understand that by affixing my signature below that I consent to such examinations. I also understand an omission or falsification of information in this application may result in refusal of, or immediate discharge from employment. In the event I am employed by Fremont County School District RE-3, I agree to abide by all of its applicable policies, orders, rules and regulations."

\_\_\_\_\_

Date

\_\_\_\_\_

Signature

In compliance with Federal and State Equal Employment Opportunity Laws, qualified applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital status, or handicap.