

# IDALIA SCHOOL DISTRICT

## RJ-3



P.O. BOX 40  
IDALIA, COLORADO 80735  
(970) 354-7298  
johnsonm@idaliaco.us

## APPLICATION FOR CERTIFIED EMPLOYMENT

Dr.  
Mr.  
Mrs. \_\_\_\_\_  
Miss                      LAST                                      FIRST                                      MIDDLE  
Ms.

Date \_\_\_\_\_

Position Desired (First Preference Only) \_\_\_\_\_

### AN EQUAL OPPORTUNITY EMPLOYER

*IMPORTANT: Before final consideration for employment, the candidate must have on file in the district office a complete set of transcripts and/or a placement file. It is the candidate's responsibility to see that the transcripts and/or placement files are provided. A screening interview is also required. Out-of-state candidates should write to the Colorado Department of Education, 201 E Colfax Ave., Denver, CO 80203, regarding licensing. CDE phone (303) 866-6628. All Applicants must qualify for Colorado Certification prior to employment.*

*This District does not discriminate on the basis of age, race, color, religion, sex, marital status, handicap, or national origin.*

**PERSONAL DATA** (Please type or print)

1. Name \_\_\_\_\_ 2. Social Security No. \_\_\_\_\_
3. Other names used \_\_\_\_\_ Dates of Usage \_\_\_\_\_
4. Home mailing address: \_\_\_\_\_ 5. Business mailing address: \_\_\_\_\_
- Street \_\_\_\_\_ Street \_\_\_\_\_
- City \_\_\_\_\_ City \_\_\_\_\_
- Zip \_\_\_\_\_ Phone \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_
- Email \_\_\_\_\_

6. **POSITION DESIRED:**

**ELEMENTARY:** (Grades Pre-School – 4) List in order of preference. Elementary endorsement.

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. \_\_\_\_\_

**MIDDLE SCHOOL:** Grades 5 – 6 (Elementary endorsement) 7 – 8 (Total semester hours in subject area)

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. \_\_\_\_\_

**HIGH SCHOOL:** Grades 9 – 12: List subject area preferences & total semester hours acquired in each area

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. \_\_\_\_\_

7. When will you be available? \_\_\_\_\_
8. Present Position \_\_\_\_\_
9. Reason for leaving present position \_\_\_\_\_
10. Present (or most recent) administrative supervisor (s):  
 \_\_\_\_\_
- |  |      |          |       |
|--|------|----------|-------|
|  | Name | Position | Phone |
|--|------|----------|-------|
11. Have you ever been dismissed or asked to resign from a position? (Please check)  Yes  No  
 If yes, explain: \_\_\_\_\_
12. Have you ever resigned rather than face disciplinary action and/or non-renewal by an employer and/or disciplinary action against a license/certificate? (Please check)  Yes  No  
 If yes, explain: \_\_\_\_\_

**LICENSE**

13. Colorado (or other state) license(s) now held: (Candidates are responsible for obtaining proper licenses.)  
 Submit photocopy of license(s).

LICENSES	EXPIRATION DATE

**EDUCATIONAL PREPARATION** (See Resume" is not sufficient)

**14. School(s) attended:**

NAME OF SCHOOL	LOCATION	NUMBER OF YEARS ATTENDED	DATES		GRADUATION	
			YEAR	DEGREE	YEAR	DEGREE
HIGH SCHOOL						
UNDERGRADUATE						
GRADUATE						
GRADUATE						

Highest degree earned: \_\_\_\_\_ Graduate semester hours after highest degree: \_\_\_\_\_

Undergraduate major: \_\_\_\_\_ Undergraduate minor: \_\_\_\_\_

G.P.A. \_\_\_\_\_ G.P.A. \_\_\_\_\_

Graduate degree(s) in: \_\_\_\_\_ G.P.A. \_\_\_\_\_

G.P.A. \_\_\_\_\_ G.P.A. \_\_\_\_\_

College activities in which you participated \_\_\_\_\_

**STUDENT TEACHING EXPERIENCE:**

**15. Assignment and location:**

NAME OF SCHOOL	LOCATION		GRADES OR SUBJECTS TAUGHT	NO. YEARS	DATES		REASON FOR LEAVING
	CITY	STATE			BEGINNING	ENDING	

**WORK EXPERIENCE:**

**16. CONTRACTUAL TEACHING ONLY:** List most recent experience first. **DO NOT** list substitute-teaching experience. ("See resume" is not sufficient.)

NAME & TYPE OF SCHOOL Elem./Jr.High/Sr. High/Etc.)	COMPLETE ADDRESS (list street, city, state, zip)	GRADE (S) OR SUBJECT (S) TAUGHT	NO. YEARS	DATES		REASON FOR LEAVING
				BEGINNING	ENDING	

(List additional years on separate sheet)

**17. OTHER WORK EXPERIENCE:** List most recent experience first. (Include substitute teaching here.)

EMPLOYER	LOCATION	NATURE OF WORK	DATES

**ACTIVITIES AND ABILITIES**

18. Describe your special abilities or talents (e.g. sports, drama, etc.) \_\_\_\_\_

19. Activities you are able and interested in sponsoring/coaching: \_\_\_\_\_

**PERSONAL INFORMATION REFERENCES:**

20. Give names and complete addresses of at least three references that are familiar with your personality, character and work performance.

NAME	YEARS KNOWN	OFFICIAL POSITION	ADDRESS			
			STREET	CITY	STATE	PHONE

**PHILOSOPHY OF EDUCATION AND ADDITIONAL INFORMATION**

- 21. Why are you seeking a position with Idalia School District RJ-3?
- 22. Concisely highlight the major contribution you will make to our children.
- 23. Present any additional information regarding your abilities not dealt with earlier.  
(Additional information may be listed on separate sheet.)

**CERTIFICATION AND RELEASE**

*I certify that the answers given by me to the foregoing questions and the statements made by me are complete and true to the best of my knowledge and belief. I understand that any false information, omissions or misrepresentations of fact called for in this application may result in rejection of my application or discharge at any time during my employment. I authorize the school and/or its agents including consumer-reporting bureaus to verify any of this information by searching appropriate information and record sources. I authorize all employers, persons, schools, companies, law enforcement from any liability for any damage whatsoever for issuing this information. I also understand that the use of illegal drugs is prohibited during employment. If school policy requires, I am willing to submit to drug testing to detect the use of illegal drugs prior to being offered a position and/or during employment.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date