



EMPLOYMENT APPLICATION

P.O. BOX 2027
 BUENA VISTA, CO 81211
 719-395-7000
 FAX 719-395-7007

PLEASE TYPE OR PRINT

CLASSIFIED APPLICATION

DATE _____

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NAME _____ S.S.# _____
Last First M.I.

PRESENT ADDRESS _____
Number & Street City State Zip

PHONE NO. _____
Home Work

Email _____

Have you ever been convicted of a crime? Yes No If yes, Please explain _____

Have you previously worked for us? Yes No If yes, when? _____ Where? _____
 position _____

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Position(s) and Location(s) Desired - Please check as many as apply & complete section of application for each one.

<input type="checkbox"/> Secretarial	<input type="checkbox"/> Maintenance	<input type="checkbox"/> High School
<input type="checkbox"/> Accounting Department	<input type="checkbox"/> Bus Driver	<input type="checkbox"/> Middle School
<input type="checkbox"/> Paraprofessional	<input type="checkbox"/> Mechanic	<input type="checkbox"/> Elementary School
<input type="checkbox"/> Food Service	<input type="checkbox"/> Custodial	<input type="checkbox"/> Headstart
		<input type="checkbox"/> District Office

Director (Specify area) _____

Other (Please Specify) _____

Type of employment Full Time Part Time Substitute

Date available to work: _____

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	Name & Location of School	Years Attended	Date Graduated	Subjects Studied
High School				
College				
Trade or Business School				
Other				

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List three people qualified to comment on your abilities and your past experiences.

Name	Address	Position	Phone Number Summer Phone #

List Most Recent First:		May we contact your present employer? Yes <input type="checkbox"/> No <input type="checkbox"/>	
E M P L O Y M E N T H I S T O R Y	Employer: _____ Address: _____ _____	Employed from to	Duties and Responsibilities _____ _____ _____
	Position: _____ Supervisor: _____ Phone No.: _____ Reason for leaving: _____		
	Employer: _____ Address: _____ _____		
	Position: _____ Supervisor: _____ Phone No.: _____ Reason for leaving: _____		
	Employer: _____ Address: _____ _____	Employed from to	Duties and Responsibilities _____ _____ _____
	Position: _____ Supervisor: _____ Phone No.: _____ Reason for leaving: _____		

Please complete the appropriate section(s) of this application for the area(s) in which you are interested in.

I certify that all information on this application is correct and complete, to the best of my ability, and understand that employment is contingent upon its accuracy.

Signature _____ Date _____

Applications are placed in an active file for one year. Inactive files will be destroyed at the end of the year.

AN EQUAL OPPORTUNITY AFFIRMATIVE ACTION EMPLOYER

Thank you for your interest in our schools!

FOOD SERVICE APPLICANTS ONLY

Please describe past work experience(s) you feel qualify you for this position: _____

What position(s) of responsibility have you held? _____

MAINTENANCE APPLICANTS ONLY

Check areas of experience: Plumbing Carpentry Electrical Heating

Other - Please explain _____

Do you hold a license in any field? Yes No If so, what type? _____

Describe any past work experience and type of equipment you can operate related in this area. _____

MECHANIC APPLICANTS ONLY

Check areas of experience: Cars Buses Small Engines Maintenance Equipment

Describe past work experience and type of equipment you can operate/repair. _____

SECRETARIAL/CLERICAL APPLICANTS ONLY

Note: Attach a copy of your resume.

Have you ever been bonded? Yes No

Which of the following can you operate and are familiar using?

Computer Photocopier Facsimile Internet
Calculator E-Mail Word Processor

List any software applications you have experience with: _____

PARA-PROFESSIONAL APPLICANTS ONLY

What experience have you had with children that would qualify you for this position? (If more space is needed, please attach.) _____

**BUS DRIVER APPLICANTS ONLY
(APPLICANTS MUST BE 21 YEARS OF AGE OR OLDER)**

All bus drivers are required to complete a physical examination at the cost of the School District before employment can become effective. A physical examination will be required annually, also at the cost of the School District. Bus drivers must also have/acquire a Red Cross First Aid Certificate and a school bus drivers license. In addition, a copy of the applicants driving record will be obtained. District pays \$65.00 toward the physical every two years and reimburses \$50.00 for the first aid card every year.

How many years have you driven a car? _____

Have you been employed as a school bus driver before? Yes No

If so, please name employer and Immediate supervisor: _____

Do you hold a valid drivers license in Colorado? Yes No License Number: _____

Do you hold a valid bus drivers license? CDL? Yes No License Number: _____

Do you have a Red Cross First Aid card? Yes No Expiration Date: _____

ACCOUNTING DEPARTMENT APPLICANTS ONLY

Note: Attach a copy of your resume.

Have you ever been bonded? Yes No

Typing Rate (words per minute) _____ wpm

Have you had experience with governmental accounting? Yes No If so, how long? _____

Have you had experience with fundamental accounting? Yes No If so, how long? _____

Have you had experience with modified accrual accounting? Yes No If so, how long? _____

Have you had experience with payroll operations? Yes No If so, how long? _____

Have you had experience with computer operations? Yes No If so, how long? _____

Which of the following can you operate and are familiar using?

- Computer Photocopier Facsimile Internet
 Calculator E-Mail Word Processor

Please include any other information you think qualifies you for this position: _____

CUSTODIAL APPLICANTS ONLY

Are you familiar with cleaning equipment such as buffers, scrub machines, etc.? Yes No

Please explain: _____

Many custodial jobs require heavy lifting & physical labor. Do you think you are qualified to meet these requirements? Yes No

Please list any past experience which you feel qualify you for a custodial position: _____