

Dear Applicant:

Thank you for your interest in a position in Otis School District R3. The following instructions outline the application procedures and the conditions under which you might be employed by Otis School District R3. Please read the instructions carefully.

Otis School District R3 hires staff based on their ability to “*sell*” their knowledge, skills, expertise and energies as they relate to any advertised position. It is extremely important for you to provide as much information as possible to allow us to determine if you have the skills necessary to fill the job. You may add to this application by including letters of reference, resume, special certificates and/or samples of work if you believe it will help us know your abilities more thoroughly. Remember, the more information you provide, the better your chances are of being interviewed for the position.

In order to be considered for a position with Otis School District, your ***application must include*** all of the following:

- Completed application form.
- Notarized Applicant’s Oath
- ***No less than three*** reference names, complete with telephone numbers and addresses for supervisors or administrators under whom you have worked in the past eight years

A personal interview is required for employment. If you are considered for a vacancy, the principal/supervisor will contact you to schedule an appointment.

Should you experience a change of name, address, or telephone number after you have submitted your application, please notify our District Office of the changes in ***writing***.

If you are hired, you will be required to furnish the following:

1. Evidence of eligibility of employment as required by the Immigration and Naturalization Service.

Other conditions of employment include, but are not limited to:

2. W-4 forms (Must be completed at the Otis School District R3 Administration Office.)
3. Joining the Public Employees Retirement Association (PERA) (enrollment forms must be completed at the Otis School District R3 Administration Office.)
4. Receiving Workers Compensation procedures.
5. All new employees must be fingerprinted per H.B. 90-1077 at cost to the employee.

Please call if you have questions concerning the application process or conditions of employment.

Otis School District R3
Administration Office

Location
518 Dungan Street
Otis, Colorado

Mailing Address
518 Dungan Street
Otis, CO 80759-0327

Telephone
Voice (970) 246-3366
Fax (970) 246-0518

E-mail
e-mail@

Otis School District R3 Otis, Colorado

Position Preference(s) _____

Check List:	
<input type="checkbox"/> Completed Application	<input type="checkbox"/> Applicant's Oath
<input type="checkbox"/> References	<input type="checkbox"/> Interview
<input type="checkbox"/> Employer Check	<input type="checkbox"/> Commitment
<input type="checkbox"/> Resume	<input type="checkbox"/> Criminal History Check
<input type="checkbox"/> Fingerprints	
FOR OFFICE USE ONLY	

Would you like to substitute?
 Yes No

APPLICATION FOR CLASSIFIED POSITION

PERSONAL INFORMATION		Please type or Print Responses in Ink																																
Last Name, First, Middle (Mr./Mrs./Ms)	Other names that file might be listed under																																	
Street Address	City, State, Zip Code																																	
Telephone numbers Home () _____ Work () _____	Social Security Number	Name and Telephone Number of Contact Person if you are not available: () _____																																
E-mail Address																																		
FOREIGN LANGUAGES		Please check your level of proficiency in speaking, reading and writing																																
Language: <table style="width: 100%; border: none;"> <tr> <td></td> <td style="text-align: center;">Fair</td> <td style="text-align: center;">Good</td> <td style="text-align: center;">Excellent</td> </tr> <tr> <td style="padding: 5px;">Speaking</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 5px;">Reading</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 5px;">Writing</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>		Fair	Good	Excellent	Speaking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Reading	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Writing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Language: <table style="width: 100%; border: none;"> <tr> <td></td> <td style="text-align: center;">Fair</td> <td style="text-align: center;">Good</td> <td style="text-align: center;">Excellent</td> </tr> <tr> <td style="padding: 5px;">Speaking</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 5px;">Reading</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 5px;">Writing</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>			Fair	Good	Excellent	Speaking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Reading	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Writing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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DRIVING HISTORY																																		
Do you have a valid Colorado Driver's License? <input type="checkbox"/> Yes <input type="checkbox"/> No		Do you have a Commercial Driver's License? <input type="checkbox"/> Yes <input type="checkbox"/> No																																
Driver's License Number	State	List all charged violations within the past 5 years:																																
PHYSICAL IMPAIRMENT																																		
Do you have any impairment: physical, mental, or medical, which could interfere with your ability to perform the job for which you have applied? <input type="checkbox"/> Yes <input type="checkbox"/> No																																		
If Yes, please explain circumstances:																																		

EDUCATION

List all High School, Trade School, Business School, Apprenticeship Programs, College and University Preparation.

Check highest grade completed

College

6th or below 7 8 9 10 11 12

1 2 3 4 5 6

EDUCATION (List most recent first)

Name of College or High School	Location: Street Address City and State	Dates of Attendance		Major	Type of Degree	Year of Graduation
		M/Yr	M/Yr			

EXTRACURRICULAR ACTIVITIES

List professional growth activities, staff development, workshops, and any computer courses you have taken in the past three years. List the committees and task forces and roles in which you served. Add attached sheet if needed. All applicants.

List organizations to which you belong and any offices held in these organizations. Include community involvement and offices held. Add attached sheet if needed. All Applicants.

List awards or recognitions received

Your application will not be considered unless every question in this section is answered. Since we will make every effort to contact previous employers, the correct telephone numbers of past employers are critical. If space is not adequate to list all past employment, continue on separate sheet.

Most Recent Employer		Are you currently working for this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	
		If yes, may we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	
School/Company Name	City	State	Phone Number
Street Address			
Dates Mo/Yr To	Job Title	Supervisor	Salary
Reason for leaving			
Second Most Recent Employer			
School/Company Name	City	State	Phone Number
Street Address			
Dates Mo/Yr To	Job Title	Supervisor	Salary
Reason for leaving			
Third Most Recent Employer			
School/Company Name	City	State	Phone Number
Street Address			
Dates Mo/Yr To	Job Title	Supervisor	Salary
Reason for leaving			
Fourth Most Recent Employer			
School/Company Name	City	State	Phone Number
Street Address			
Dates Mo/Yr To	Job Title	Supervisor	Salary
Reason for leaving			
Fifth Most Recent Employer			
School/Company Name	City	State	Phone Number
Street Address			
Dates Mo/Yr To	Job Title	Supervisor	Salary
Reason for leaving			

PROFESSIONAL REFERENCES

List educational supervisors, administrators. (If none, other professional references)

Name	Title/Organization	Address	City, State	Phone Number
				Home:
				Work:
				Home:
				Work:
				Home:
				Work:
				Home:
				Work:
				Home:
				Work:

PERSONAL STATEMENT

In your personal statement please address how you believe you fulfill the qualification of this position. Please take special care to discuss any special training, talents, desire, skills, or knowledge you have that applies to this position. In addition, discuss any background in multicultural education and special education and any experiences working with diverse student populations. Any personal characteristics that make you more qualified may also be included. (Additional sheets may be added if necessary.)

Please let us know how you were informed of this position.

Newspaper Advertisement Yes No

Internet Search Yes No

Relative within district Yes No

Other Yes No Explain _____

If you have a relative working for Otis School District R3, Please provide the following information:

Name _____ Relation _____

Work Location/Position _____

Legal Information

1. Are you prevented from lawfully becoming employed in this country because of VISA or immigration status? (Proof of citizenship or immigration status will be required upon employment.)
 Yes No
2. Have you been dismissed from any position for any immoral or unprofessional conduct or unfitness for services?
 Yes No
3. Have you had a credential, certificate, or license to teach denied, revoked, or suspended?
 Yes No
4. Have you since the age of 18, ever been convicted of a misdemeanor or felony?
 Yes No

Note: A conviction will not necessarily bar you from employment. Each conviction will be judged on its own merits with respect to time, circumstances, and seriousness. If any of the above statements have been answered yes, attach explanation.

I have read and understand the procedures and conditions of employment in *Otis School District R3*.

I understand that *Otis School District R3* may conduct examinations into my background; I understand that reference checks will be made; I understand by affixing my signature below, that I consent to such examinations; I further understand that my signature certifies that all information in this application is true and correct; I understand that false statements on this application may result in termination of employment.

In the event that I am employed by *Otis School District R3*, I agree to abide by all its applicable policies, procedures, rules, and regulations.

Signature

Date

Thank you for applying to Otis School District R3. Our goal is to find the most qualified staff in order to prepare our students to meet the challenges of their own futures.

**Otis School District R3
518 Dungan St
Otis, Colorado 80743
(970) 246-3366
Fax: (970) 246-0518**

Otis School District R3
518 Dungan Street
Otis, Colorado 80743
Pre-employment Verification
Classified/Certificated Employees
Applicant's Oath
(Colorado Revised Statute 22-32-130)

Name (Last, First, Middle, Maiden) _____

Social Security Number _____ I have applied for the _____ position

I am the above listed applicant and I do hereby certify under penalty of perjury, either:

1. **I HAVE NEVER BEEN** convicted of committing a felony* or misdemeanor* (other than a misdemeanor traffic offense or traffic infraction).
2. **I HAVE BEEN** convicted** of committing a felony or misdemeanor (not including a misdemeanor traffic infraction). Information specifying a felony or misdemeanor for which I was convicted is as follows:

Convictions(s) _____

Court(s) _____

Date(s) _____

* A person is deemed to have been convicted of committing a felony or misdemeanor if such a person has been convicted under the laws of any other state, the United States, or any territory subject to the jurisdiction of the United States of an unlawful act, which, if committed within this state, would be a felony or misdemeanor.

** "Convicted" means a conviction by a jury or by a Court and shall also include the forfeiture of any bail, bond, or other security deposited to secure appearance by person charged with having committed a felony or misdemeanor, the payment of a fine, a plea of *nolo contendere*, and the imposition of a deferred or suspended sentence by the Court.

I hereby affirm that all information on and with this oath is true and complete. I understand that any misrepresentation of facts may result in my termination and that falsification of statements on and with this attestation may be punishable by law.

Signature of Applicant
(To be signed in the presence of a notary public)

Date

SUBSCRIBED AND SWORN TO BEFORE ME THIS _____ DAY OF, _____ 20____
WITNESS MY HAND AND OFFICIAL SEAL.

Notary

MY COMMISSION EXPIRES _____

Address

SEAL

VOLUNTARY Equal Employment Opportunity Information

Dear Applicant:

In order to comply with the Department of Education's request for information for the Office of Civil Rights, please complete the following information. This information is to be used for statistical purposes only and will be retained separately from the application.

Name _____ Social Security Number _____

Address _____ Telephone Number _____

City _____ State _____ Zip Code _____

Date of Birth _____

Position Applied for: _____

1. **Sex:**

Male Female

2. **Veteran/U.S. Military Status:**

- Non-veteran
- Pre-Vietnam Veteran
- Pre-Vietnam with service incurred disability
- Vietnam Era Veteran (8/5/64 – 5/7/75)
- Vietnam Era Veteran with service incurred disability
- Post Vietnam Era Veteran
- Post Vietnam Era Veteran with service incurred disability

3. **Ethnic Background:**

- White-origins in Europe, North Africa, or Middle East
- Asian-origins in Far East, S.E. Asia, India or Pacific Islands
- Black-origins in Africa
- Hispanic-Mexican, Puerto Rican, Cuban, Central or South America
- American Indian-origins in North America, to include Alaska

4. **Physical Condition:**

- No Handicap
- Physically Handicapped (No Facility Modifications needed)
- Physically Handicapped (Facility Modifications needed)
- Health Handicapped (Heart Attack, Diabetic, Seizures, etc.)
- Mentally Handicapped (Learning Disabled)

5. **Highest Degree of Education:**

- GED
- High School Diploma
- Associate Degree
- Bachelor's Degree
- Master's Degree
- Specialist
- Ed. D.
- Ph. D.

Majoring area of highest degree: _____

**Otis School District R3
518 Dungan Street
Otis, Colorado 80743**

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER