

Dear Applicant:

Thank you for your interest in a licensed position in **Otis School District R-3**. The following instructions outline the application procedures and the conditions under which you might be employed by Otis School District R-3. Please read carefully.

In order to be considered for a position with Otis School District R-3, **your application must include all of the following:**

- A letter requesting consideration for the specific employment position.
- The completed district application form and a Notarized Applicant's Oath (The Applicant's Oath may be completed during the interview process).
- A photocopy of your current Colorado teaching certificate/license. If you do not have a Colorado certificate/license, please contact the Colorado Department of Education, State Office Building, 201 E. Colfax, Denver, Colorado 80203, (303) 866-6628 concerning licensing.
- College placement credentials or three letters of recommendation from recent administrators or employers.
- Transcripts of all undergraduate and graduate course work. (Unofficial copies are acceptable for application; however, official transcripts are required if employed.)
- Current resume.

**Your application will be reviewed when all required documents have been received. Incomplete applications will be purged within 45 days, or when position is filled. Applications for employment are updated yearly.**

A personal interview is required for employment. If you are being considered for a vacancy, the Superintendent/Principal 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 Otis School District R-3 in **writing**.

**Applicant's Note:** This application form is intended for use in evaluating your suitability for employment. It is not an employment contract. Please answer all appropriate questions completely and to the best of your ability. False or misleading statements are grounds for refusal or termination of employment and benefits. All qualified applicants will receive consideration without discrimination because of sex, marital status, race, age, creed, national origin or the presence of disabilities. A felony conviction will not necessarily bar an applicant from employment. To assure qualification for essential functions of the job, employment may be contingent upon the results of additional testing of your job-related skills, mental/physical abilities, physical condition, and for the presence of drugs in your body.

#### **Applicant Instructions**

1. Please read "**Applicant's Note**".
2. Download the form and print.
  - a. Mail to:  
Otis School District R-3  
518 Dungan Street  
Otis, Colorado 80743
3. Complete all pages of the form.
4. If additional space is required, please use the "General Comments" page located at the end of this application.
5. The **Affirmative Action Questionnaire** is optional. This information is gathered for affirmative action under Section 503 of the Rehabilitation Act of 1973. The information requested is voluntary and will be kept confidential. An applicant will not be subject to any adverse treatment for refusing to complete the questionnaire.

Check List:	
<input type="checkbox"/> CO	<input type="checkbox"/> Letter of Application
Certification	
<input type="checkbox"/> Transcripts	<input type="checkbox"/> Credentials/Placement
<input type="checkbox"/> References	<input type="checkbox"/> Applicant's Oath
<input type="checkbox"/> Employer	<input type="checkbox"/> Background Check
Check	
<input type="checkbox"/> Resume	<input type="checkbox"/> Supplemental Narrative
<input type="checkbox"/> Fingerprints	<input type="checkbox"/> Criminal History Check
<input type="checkbox"/> Pre-Interview	<input type="checkbox"/> Conditional Offer
<input type="checkbox"/> Interview	<input type="checkbox"/> Commitment
<b>FOR OFFICE USE ONLY</b>	

# Otis School District R-3

## Otis, Colorado

Teaching Position Preference(s) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Date you are available: \_\_\_\_\_

Check if you would like to be placed on our substitute list.

### APPLICATION FOR PROFESSIONAL/TEACHING POSITION

PERSONAL INFORMATION							
Last Name, First, Middle (Mr./Mrs./Ms)			Other names that files may be listed under				
Street Address			City, State, Zip Code				
Other Street Address if needed for future contact			City, State, Zip Code				
Telephone Numbers <b>Home</b> (    ) <b>Work</b> (    )		Social Security Number		Contact if you are not available: <b>Name</b> <b>Phone Number</b> (    )			
<b>E-mail Address</b>							
FOREIGN LANGUAGES				Please check level of proficiency in speaking, reading and writing.			
Language:			Language:				
	Fair	Good	Excellent		Fair	Good	Excellent
Speaking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Speaking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reading	<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"/>	Writing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CERTIFICATION							
State	Type	Level	Endorsement	Endorsement	Expiration Date		
PUBLIC SCHOOL LICENSED/PAID EXPERIENCE							
Begin with the most recent position. Feel free to add additional pages if you need more space							
Dates From/To		School Name	Grade	Subject	Supervisor	Phone Number	
M/yr	M/yr	Street Address/City/State	Level				

**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.

<b>Most Recent Employer</b>		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			
<b>Second Most Recent Employer</b>			
School/Company Name	City	State	Phone Number
Street Address			
Dates Mo/Yr To	Job Title	Supervisor	Salary
Reason for leaving			
<b>Third Most Recent Employer</b>			
School/Company Name	City	State	Phone Number
Street Address			
Dates Mo/Yr To	Job Title	Supervisor	Salary
Reason for leaving			
<b>Fourth Most Recent Employer</b>			
School/Company Name	City	State	Phone Number
Street Address			
Dates Mo/Yr To	Job Title	Supervisor	Salary
Reason for leaving			
<b>Fifth Most Recent Employer</b>			
School/Company Name	City	State	Phone Number
Street Address			
Dates Mo/Yr To	Job Title	Supervisor	Salary
Reason for leaving			

<b>Education (List most recent first)</b>						
Name of College or High School	Location City and State	Dates Of Attendance		Major	Type of Degree	Year of Graduation
		M/yr	M/yr			

<b>Extracurricular Activities (Indicate the number of years experience)</b>							
Extra Curricular Activities	High School Experience	College Experience	Contract Experience	Extra Curricular Activities	High School Experience	College Experience	Contract Experience
Athletic Director				Baseball			
Athletic Trainer				Basketball			
Cheerleaders				Cross Country			
Choir				Field Hockey			
Computer Club				Football			
Debate				Golf			
Drama				Gymnastics			
Forensics				Hockey			
Honor Society				Lacrosse			
Intramural Director				Soccer			
Literary Magazine				Softball			
Newspaper				Swimming			
Odyssey of the Mind				Tennis			
Photography Club				Track			
Student Government				Volleyball			
Vocational Clubs				Wrestling			
Yearbook				Other (specify)			

Employment or Education Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Professional References** List educational supervisor chronologically (If none, other work references)

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

**General Information**

1. If presently employed, why do you wish to change?

2. Are you presently under contract?  
 Yes  No

If yes, where? \_\_\_\_\_ Present Position \_\_\_\_\_

Contract type?  
 Annual/Probationary  Continuing/Tenure  Other (explain below)

Can you be released from your contract if you are offered a position?  
 Yes  No

3. If not currently under contract, have you ever held a continuing contract?  
 Yes  No  
 If yes, cite school district(s), date(s) and state.

Have you ever been refused tenure or a continuing contract?  
 Yes  No  
 If yes, comment under General Comments.

4. Have you ever been discharged or requested to resign from a position?  
 Yes  No  
 If yes, comment under General Comments.

5. Have you ever had a certificate or license revoked or suspended?  
 Yes  No  
 If yes, comment under General Comments.

**Legal Information**

- 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
- Have you been dismissed from any position for any immoral or unprofessional conduct or unfitness for services?  
 Yes  No
- 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, explain under General Comments.

**Personal Data** (Answers may be written below or on a separate page.)

1) *What kinds of hobbies do you enjoy pursuing?*

2) *What kinds of community activities have you found satisfying?*

3) *What personal qualities would you bring to this position that would be assets?*

4) *What personality qualities would you bring to this position that would be liabilities?*

**Narrative Supplement:** In a attached narrative supplement at nor more than one page per question, please respond to the following questions:

- 1) How would you increase parental/community communications?
- 2) Describe the impact that you as a teacher would have.
- 3) Describe your teaching style.
- 4) Elaborate on your classroom management strategies.

**Professional Affiliations**

(Please describe present or past professional affiliations, including office or assignments held.)

**General Comments** Use this space for any additional comments from previous sections.

**Referral Source:**

Advertisement/Posting       Employee/Friend       Internet       Other (explain below)

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I have read and understand the procedures and conditions of employment in Otis School District R-3.

I understand that Otis School District R-3 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 examination; 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 Otis School District R-3 employs me, I agree to abide by all its applicable policies, procedures, rules, and regulations.

**Certification and Release**

I certify that I have read and understand the applicant note on page one of this form and 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 facts called for in this application may result in rejection of my application or discharge at any time during my employment. I authorize Otis School District R-3 and/or its agents, including consumer-reporting bureaus, to verify any of this information including, but not limited to, criminal history and motor vehicle driving records. I authorize all persons, schools, companies and law enforcement authorities to release any information concerning my background and hereby release any said persons, schools, companies and law enforcement authorities 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 Otis School District R-3 policy requires, I am willing to submit to drug testing to detect the use of illegal drugs prior to and during employment.

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Signature

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Date

*Thank you for applying to Otis School District R-3. We try to find the most qualified staff in order to promote our curriculum, communication and student involvement.*

**Otis School District R-3  
518 Dungan Street  
Otis, Colorado 80743  
(970) 246-3366  
Fax: (970) 246-0518**

**Send application on-line to:  
Need to create an applications email address**

**Questions or Comments on-line to:  
Do we want to create an email address?**

**Otis School District R-3**

**Permission for Possible Future Release of Application Information**

Occasionally, other Colorado public school districts inquiring about applicant information when the districts are trying to fill a position vacancy will contact us. In an effort to cooperate, we would like to provide information about high quality applicants that were not selected for one of our positions. We cannot release such information without the applicant's approval.

Please check below your wishes in this matter:

- DO NOT** release any of my application information to another school district.
- Release only my name and telephone number to another school district.
- I approve of the release of any and all information in my application file to proper authorized administrator(s) in other requesting Colorado public school district(s).

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

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For Office Use Only

1) School District Sent To: \_\_\_\_\_ Date: \_\_\_\_\_

Documents Sent: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

2) School District Sent To: \_\_\_\_\_ Date: \_\_\_\_\_

Documents Sent: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_



Otis School District R-3  
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 R-3  
518 Dungan Street  
Otis, Colorado 80743**

**AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**