



Application for Employment

Name of Applicant _____

Desired Position _____



Application for Employment
Aspen Ridge Preparatory School

As part of the application process, ARPS may conduct background checks on applicants.

PERSONAL DATA (Please type or print in ink. Complete all appropriate items. Attach additional sheets if needed.)

Legal Name _____ Social Security # ____-____-____
Last First Middle

Residential Address _____
Street or P.O. Box City State Zip Code

Mailing Address _____
Street or P.O. Box City State Zip Code

Email Address: _____ Birthday: ____/____/____

Home Phone # _____ Other Contact Phone # _____

Emergency Contact _____ Phone # _____

Date Available for Employment _____

Are you 18 years of age or older? [] Yes [] No

Employment:

Have you ever worked for this school before? [] Yes [] No

Have you ever been employed by this school district before? [] Yes [] No

If YES, position and dates _____

Are you currently employed? [] Yes [] No

If YES, may we inquire of your current employer? [] Yes [] No

Citizenship:

Are you a citizen of the U.S.? [] Yes [] No

Country of citizenship, if other than the U.S. _____

Are you prevented from lawfully becoming employed in the country because of visa or immigration status? [] Yes [] No

COLORADO TEACHER LICENSE OR OTHER PROFESSIONAL CREDENTIAL

(Check and complete those that apply.)

[] I have a Colorado Professional License other than Teaching:
Type: _____ License #: _____

[] I have a valid Colorado Educator License _____
and my coverage areas are (list in order of preference)
1. _____ 2. _____
3. _____, (copy must be attached).

[] I have a Letter of Eligibility from the Colorado Department of Education
dated _____ and my coverage areas will be 1. _____
2. _____, 3. _____, (copy must be attached).

REVOCACTION OF TEACHER CERTIFICATE:

YES NO

 Have you ever had a teaching certificate revoked, suspended, or denied by ANY STATE? Is there any action pending against your certificate or application? (A determination of academic ineligibility is not considered a denial of a certificate.) If YES, you must state where your certificate was revoked, suspended, denied, or where action is pending against your certificate or application.

STATE: _____ PENDING ACTION: _____

EDUCATION

Name of Institution & Location	Year of Graduation	Diploma Received			
High School:					
College or University	Year of Graduation	Degree Received	Major Field	Minor Field	GPA

TRANSCRIPTSApplicants are responsible for providing complete copies of **all** college/university transcripts.**TEACHING OR OTHER EMPLOYMENT EXPERIENCE** (Begin with most recent and include all.)

Dates Employed	Name & Location of School or Employment	Grade/Subject Taught or Job Title	Last Salary	Name & Address of Immediate Supervisor	Reason for Leaving

List any other education, training, special skills or certificates/licenses you possess related to the job. _____

List any machines, equipment or software programs on which you are qualified and experienced in operating. _____

List any languages that you speak fluently. _____ Read/write: _____

Military experience? Yes No If YES, what branch? _____ Rank at Separation: _____

BUSINESS REFERENCES List names of three references, to whom you are **not** related.

NAME		RELATIONSHIP AND CONTACT INFORMATION		YEARS ACQUAINTED
1		Occupation/Business:	Association:	
		Address:	Telephone:	
2		Occupation/Business:	Association:	
		Address:	Telephone:	
3		Occupation/Business:	Association:	
		Address:	Telephone:	

SEALED/EXPUNGED RECORD:

YES NO

Have you ever been convicted or found guilty of a criminal offense other than a minor traffic violation and such record(s) was sealed or expunged? (**DUI is not a minor traffic violation.**)

Failure to answer this question accurately could cause denial of certification. If you check the YES box, you must give the information requested for each charge. Please attach a separate sheet of paper if you need space.

SEALED or EXPUNGED records **MUST BE REPORTED**, however, the existence of such records **WILL NOT BE DISCLOSED** nor made part of your certification file which is a public record.

City where arrested	State	Date of Arrest	Charge(s)	Disposition(s)

ARREST RECORD:

YES NO

Have you ever been convicted, found guilty, entered a plea of *nolo contendere* (no contest), or had an adjudication withheld in a criminal offense other than a minor traffic violation (**DUI is not a minor traffic violation**), or are there any criminal charges now pending against you? If you check the YES box, you must give the information requested for each charge. Please attach a separate sheet of paper if you need space.

Any record that has **NOT** been **SEALED or EXPUNGED** must be reported in this section.

City where arrested	State	Date of Arrest	Charge(s)	Disposition(s)

It is the policy of Aspen Ridge Preparatory School NOT to discriminate against employees or applicants for employment on the basis of race, color, religion, sex, national origin, marital status, age or handicap. In addition, Aspen Ridge Preparatory School will hire only U.S. citizens and aliens lawfully authorized to work in the United States. These policies shall apply to recruitment, employment, transfers, compensation, and other terms and conditions of employment.

ADDITIONAL ITEMS

Include with your application:

1. Three letters of reference
2. Copies of transcripts from all Colleges and Universities attended

AUTHORIZATION

I certify that the facts contained in this application are true, accurate, and complete. I understand that, if employed, falsified statements on this application shall be grounds for dismissal. I authorize investigation of all statements contained in this application and a representative of Aspen Ridge Preparatory School may contact the references and employers provided in or with this application.

I understand that all agreements for employment must be in writing and signed by an authorized School representative.

Name of Applicant (printed)

Signature of Applicant

_____/_____/_____
Date