

4655 Hanover Avenue
 Boulder, CO 80305
 720-561-3900 phone - 720-561-3901 fax

Employment Application

An Equal Opportunity Employer

It is the policy of Summit Middle Charter School to employ, train, compensate, and provide other terms and conditions of employment, without regard to a person's race, color, religion, national origin, sex, age, disability, veteran status, sexual orientation, or other characteristics protected by either state or federal law.

Please complete application in full and submit it and your resume to adam.galvin@bvsd.org

PERSONAL DATA

Name: _____ Date of Application: _____

Previous/Different Last Name Used In Education/Employment (for Reference Checking): _____

Current Address: _____ Previous/Permanent Address: _____

Telephone: _____

Email Address: _____

Are you legally eligible to work in the United States for any employer? Yes No
 (Summit will require proof of work authorization as a condition of employment.)

JOB INTEREST

Position Desired: _____ Salary Desired: _____

Date Available for Employment: _____

Preference of the Type of Work You Desire: Full-time Part-time Temporary

Hours preferred: _____ Days preferred: _____

How or by whom were you referred to us / How did you learn of this position? _____

EDUCATIONAL BACKGROUND

Full School Name	City, Address, and Phone	State	Major, Course or Subject	Date of Graduation	Degree	GPA
College						
College						
College						
Do you currently meet the 'highly qualified' requirements for this position under the 'No Child Left Behind' Act?	<input type="checkbox"/> Yes <input type="checkbox"/> No					

EMPLOYMENT

Have you ever applied for a position with Summit? Yes No Position: _____ Date: _____

Starting with your current or most recent employment, please list all previous employers; include self-employment, military service, summer and part-time jobs. Please include at least your three most recent employers, if applicable. Please complete in full for each employer.

Current/Previous Employer	Dates (Mo/Yr) and Salary	Position and Duties
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Employer Name:	Start Date:	End Date:	Position Title and Duties:
Street Address:	Start Salary: \$	End Salary: \$	
City:	State:	Telephone Number: ()	

When may we contact this employer? Now Yes No After Acceptance of Offer Yes No

Reason for Leaving:	Name and Title of Supervisor:
	Telephone Number: ()

Employer Name:	Start Date:	End Date:	Position Title and Duties:
City:	State:	Start Salary: \$	
		End Salary: \$	

Reason for Leaving:	Name and Title of Supervisor:
	Telephone Number: ()

Employer Name:	Start Date:	End Date:	Position Title and Duties:
City:	State:	Start Salary: \$	
		End Salary: \$	

Reason for Leaving:	Name and Title of Supervisor:
	Telephone Number: ()

Employer Name:	Start Date:	End Date:	Position Title and Duties:
City:	State:	Start Salary: \$	
		End Salary: \$	

Reason for Leaving:	Name and Title of Supervisor:
	Telephone Number: ()

Have you ever been fired or asked to resign from a job? Yes No

May we telephone you to follow up on this application at home? Yes No
If yes, what is the best time to call?

May we telephone you to follow up on this application at work? Yes No
If yes, what is the best time to call? What is your business telephone number?

CONVICTIONS / SUSPENSIONS

Have you ever been convicted of a felony? Yes No

Have you been convicted of or imprisoned for a misdemeanor within the last seven years? Yes No

*Note: Applicants in AK, CA, CO, DE, IL, MD, MA, OH, OK, OR, RI, UT and VA need not disclose information pertaining to sealed or expunged conviction records.

If Yes to the previous questions, please explain. This information will not necessarily bar an applicant from employment and, therefore, any uncertainty should be resolved in favor of disclosure. The nature and seriousness of the status, event, crime and date of conviction will be considered.

Please answer each question completely. Fields will expand to accommodate any amount of text.

Please explain your decision to become a teacher / administrator.

What is it about this position that interests you?

What makes you, or will make you, a good teacher?

Please describe your experiences, in a classroom or other setting, which provide the basis for your interest in working with middle school age students.

Please describe instructional approaches you have used in the classroom with a variety of student learning styles and levels of mastery?

Please indicate which courses you would be interested in and qualified to teach.

How many years of experience do you have in teaching or in education?

Do you currently hold a Colorado teaching license?

Yes No

Please list any certifications and / or endorsements you may have.

Please describe your proudest accomplishment during the last five years.

Please provide any additional information you feel may be helpful to us in considering your application. This could include any specialized education, training or courses you have completed that will aid in evaluating your qualifications for the position you are seeking.

EMPLOYMENT ELIGIBILITY

The Immigration Reform and Control Act of 1986 and Colorado State Law prohibit the employment of unauthorized aliens, and requires employers to verify the employment eligibility of all new employees. An offer of employment made by Summit will be conditioned upon your providing the documentation required by law as evidence of your personal identity and your authorization to work in the United States.

APPLICANT RELEASE AND ACKNOWLEDGEMENT

I understand that Summit Middle Charter School (hereinafter referred to as the School) requires certain information about me to evaluate my qualifications for employment and to conduct its business if I become an employee. Therefore, I authorize the School to investigate my past employment, educational credentials, and other employment-related activities. I agree to cooperate in such investigations and release those parties supplying such information to the School from all liability or responsibility with respect to information supplied.

I agree that the School may use the information it obtains concerning me in the conduct of its business. I understand, however, that the School intends to protect the confidentiality of personal information it obtains concerning me. Consequently, personal information in School record-keeping systems, other than the fact and location of past or present School employment, the dates of employment, or the job name or description of general duties will not otherwise be disclosed outside the School with a personal identifier without my consent, except where legally required. Further, the School will require its agents and contractors to safeguard personal information disclosed to them by the School.

I understand that any employment with the School is At Will in accordance with Colorado employment law and would not be for any fixed period of time and that, if employed, I may resign at any time, for any reason, or the School may terminate my employment at any time for any reason in the absence of a specific written agreement to the contrary. I understand that my employment-at-will status may not be modified or changed except in writing and signed by a duly authorized officer of the School.

I understand that any false answers or statements made by me on this application may be grounds for refusal of employment invalidate my employment or, if employed, will be the grounds for immediate discharge and render me ineligible for any School benefits.

I understand I will be required to successfully pass a background investigation (criminal and employment) and any drug screening that Summit may require. I hereby consent to a pre-employment background investigation and drug screen as a condition of employment.

I understand and agree that I will be responsible for any costs associated with a background check or drug screen.

My signature below acknowledges that I have read and understand the entire application and agree with the terms and conditions.

Applicant's Signature:

Date: