

**CLASSIFIED  
EMPLOYMENT  
APPLICATION FOR:**

MORGAN COUNTY  
SCHOOL DISTRICT  
www.morgan.k12.co.us

**RE-3**

**HVAC Facilities/Maintenance Technician**

**YOUR SALARY REQUIREMENTS:** \_\_\_\_\_

**APPLICATION INSTRUCTIONS**

Complete both sides of this form.

Print clearly or type.

If more space is needed, add additional pages. If desired, a resume may be attached.

TODAY'S DATE: \_\_\_\_\_

NAME: \_\_\_\_\_  
Last First Middle

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ WORK PHONE: \_\_\_\_\_

CELL PHONE: \_\_\_\_\_ OTHER: \_\_\_\_\_

EMAIL: \_\_\_\_\_

**EDUCATION:**

School Name	City/State	Dates Attended	Degree/Certificate
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Have you graduated from high school or received an equivalent diploma (GED)? ☐ Yes ☐ No

**JOB-RELATED SKILLS:**

Are you bi-lingual? ☐ No ☐ Yes – If yes, language spoken \_\_\_\_\_ language written \_\_\_\_\_

Do you have a valid driver's license? ☐ No ☐ Yes – If yes, circle type - Regular or CDL

List any other qualifications, skills, training, licenses or certificates that are job-related. \_\_\_\_\_

*OPTIONAL:* The applicant is invited to attach an additional page stating why he/she is qualified for and interested in this position.

**REFERENCES:**

List references familiar with your work ability. Do not include relatives.

Name	Address/Phone	Years Known/Relationship

**EMPLOYMENT/EXPERIENCE:** Please list most recent first.

Most Recent Employer	Telephone
Address	City, State, Zip
Supervisor Name	Dates Employed (mm/yy to mm/yy)
Primary Duties	
If currently employed, would you prefer we treat this confidentially? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Name of Employer	Telephone
Address	City, State, Zip
Supervisor Name	Dates Employed (mm/yy to mm/yy)
Primary Duties	

Name of Employer	Telephone
Address	City, State, Zip
Supervisor Name	Dates Employed (mm/yy to mm/yy)
Primary Duties	

Have you previously worked for the Re-3 School District? ☐ No ☐ Yes If yes, when? \_\_\_\_\_

The following questions are to assist in determining a prospective employee's fitness as an applicant. The answers to these questions are subject to verification by a police agency. A "yes" does not automatically disqualify an applicant. Each application will be reviewed individually.

Have you ever been convicted of:

a. A sex-related crime which involved force or minors?	<input type="checkbox"/> Yes <input type="checkbox"/> No
b. A crime involving violence or the threat of violence?	<input type="checkbox"/> Yes <input type="checkbox"/> No
c. A crime involving drugs or alcoholic beverages?	<input type="checkbox"/> Yes <input type="checkbox"/> No
d. Any offense other than a minor traffic violation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
e. Have you been convicted, plead guilty, plead no contest, or sentence for any offense other than the above?	<input type="checkbox"/> Yes <input type="checkbox"/> No

If you answered yes to any of these questions, please explain the charge and the disposition of the charge.

Signature Release: This application is intended for use in evaluating your suitability for employment. It is not an employment contract. I certify that all of the information provided in the application is true and complete. I further agree that if I have provided false, misleading, or incomplete information the District may disqualify me as an applicant or terminate my employment immediately. I authorize Morgan County School District Re-3 to inquire with former employers and/or references and to obtain any and all information regarding my job-related background and qualifications. I release and waive Morgan County School District Re-3, my former employers, and all references from any and all liability in obtaining such information. I also recognize that in accordance with Colorado State Law, the District may conduct a criminal background check. I hereby waive my right to further written notice of such. I understand that if employed, the employment is temporary pending completion of all required documents and the outcome of history and background investigations. If I am presently charged or under indictment for a criminal offense, upon a finding or plea of guilty, I shall provide that information to Morgan County School District Re-3. I further understand that all substitutes are classified as temporary employees and are not guaranteed a minimum number of hours. All classified and substitute employees are employed "at will" by the District.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Morgan County School District Re-3 is an **EQUAL OPPORTUNITY EMPLOYER** and does not discriminate on the basis of race, color, religion, national origin, sex, age, disability, or any other status protected by law or regulation. It is our intention that all qualified applicants are given equal opportunity and that selection decisions be based on job-related factors.