

Lake County School District R-1



CLASSIFIED APPLICATION

Reba Neufeld - Human Resources Director
 107 Spruce St.
 Leadville, CO 80461
 (719) 486-6800 FAX: (719) 486-2048

Date:

Name: Social Security #:
 (Last, First M.I.)

Address:
 Number & Street City State Zip

Phone Number:
 Home Other

Do you speak any language other than English?

Have you ever been convicted of a crime? Yes No If Yes, please explain: _____

Have you previously worked for us? Yes No If Yes, When: _____ Where: _____ Position: _____

Position(s) Desired:

- Secretarial
- Accounting Department
- Paraprofessional
- Food Service
- Director (specify area): _____
- Other (please specify): _____
- Maintenance
- Bus Driver
- Mechanic
- Custodial
- High School
- Middle School
- West Park Elementary
- Pitts Elementary
- District Office

Type of employment: Full Part-time Substitute

Date available to work:

EDUCATION

	Name & Location of School	Years Attended	Date Graduated	Subjects Studied
High School	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
College	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Trade or Business School	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

EMPLOYMENT HISTORY

List Most Recent First

(If you are a recent graduate, list student teaching experience.)

May we contact your present employer?

Employer: <input type="text"/>	Employed from _____	to _____	Duties & Responsibilities <input type="text"/>
Address: <input type="text"/>			
Position: <input type="text"/>			
Supervisor: <input type="text"/>			
Reason for leaving: <input type="text"/>			
Phone #: <input type="text"/>			
Employer: <input type="text"/>	Employed from _____	to _____	Duties & Responsibilities <input type="text"/>
Address: <input type="text"/>			
Position: <input type="text"/>			
Supervisor: <input type="text"/>			
Reason for leaving: <input type="text"/>			
Phone #: <input type="text"/>			
Employer: <input type="text"/>	Employed from _____	to _____	Duties & Responsibilities <input type="text"/>
Address: <input type="text"/>			
Position: <input type="text"/>			
Supervisor: <input type="text"/>			
Reason for leaving: <input type="text"/>			
Phone #: <input type="text"/>			

REFERENCES

List three people qualified to comment on your abilities and your past experience

Name	Address	Position	Phone #
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Please complete the appropriate section(s) of this application for the area(s) in which you are interested in.

I certify that all information is correct and complete and understand that employment is contingent upon its accuracy.

Signature: _____ Date: _____

Applications are placed in an active file from January 1 to December 31 of each year. Each applicant must notify the Human Resource office by December 31 if (s)he wishes to have his/her application remain active during the next calendar year. Inactive files will be destroyed at the end of each year.

EQUAL OPPORTUNITY EMPLOYER
Thank you for your interest in our schools!

FOOD SERVICE APPLICANTS ONLY

Please describe past work experience(s) you feel qualify you for this position:

What position(s) of responsibility have you held?

MAINTENANCE APPLICANTS ONLY

Check areas of experience: Plumbing Carpentry Electrical Heating
 Other (please explain): _____

Do you hold a license in any field? Yes No If so, what type? _____

Describe any past work experience and type of equipment you can operate related to this area:

MECHANIC APPLICANTS ONLY

Check areas of experience: Cars Buses Small Engines Maintenance Equipment

Please describe past work experiences and type of equipment you can operate/repair:

SECRETARIAL/CLERICAL APPLICANTS ONLY

NOTE: Attach a copy of your current resume.

Have you ever been bonded? _____

Can you type? Yes No If so, how many words per minute? _____ wpm

Which of the following can you operate?

- Computer Photocopier Facsimile
 Calculator Word Processor

List any software applications you have experience with:

PARAPROFESSIONAL

What experience have you had with children that would qualify you for this position?

**BUS DRIVER APPLICANTS ONLY
(APPLICANTS MUST BE 21 YEARS OF AGE OR OLDER)**

All bus drivers are required to complete a physical examination at the cost of the School District before employment can become effective. A physical examination will be required annually, also at the cost of the School District. Bus drivers must also have/acquire a Red Cross First Aide Certificate and a school bus driver's license. In addition, a copy of the applicants driving record will be obtained.

How many years have you driven a car?

Have you been employed as a school bus driver before?

If so, please name employer and immediate supervisor:

Do you hold a valid drivers license in Colorado? Yes No License Number: _____

Do you hold a valid bus driver's license? Yes No License Number: _____

Do you have a Red Cross First Aid card? Yes No Expiration Date: _____

ACCOUNTING DEPARTMENT APPLICANTS ONLY

NOTE: Attach a copy of your current resume.

Have you ever been bonded? Yes No

Typing rate (words per minute):

Have you had experience with governmental accounting? Yes No If so, how long? _____

Have you had experience with fundamental accounting? Yes No If so, how long? _____

Have you had experience with modified accrual accounting? Yes No If so, how long? _____

Have you had experience with payroll operations? Yes No If so, how long? _____

Have you had experience with computer operations? Yes No If so, how long? _____

Which of the following can you operate?

Computer Word Processor Calculator Other (please specify): _____

Please include any other information you think qualifies you for this position:

CUSTODIAL APPLICANTS ONLY

Are you familiar with cleaning equipment such as buffers, scrub machines, etc.? Yes No

Please explain: _____

Many custodial jobs require heavy lifting & physical labor. Do you think you are qualified to meet these requirements? Yes No

Please list any past experience which you feel qualifies you for a custodial position:

DIRECTORS

NOTE: Attach a copy of your current resume.

Please list any information you think qualifies you for this position: