



Sargent School District RE-33J

7090 North Road 2 East
Monte Vista, CO 81144
Telephone: 719 852-4023 Fax: 719 852-9890
Web Site: sargent.k12.co.us

APPLICATION FOR EMPLOYMENT

Non-Certificated Personnel

To Applicant:

Sargent School District RE-33J is seeking high quality candidates. Please submit the following items with this application to complete your file and be eligible for interview:

1. Letter of application
2. Resume

Return application and related material to:

Superintendent
Sargent School District RE-33J
7090 N. County Road 2 E.
Monte Vista, CO 81144
(719) 852-4023
Fax: (719) 852-9890

The Sargent School District does not unlawfully discriminate on the basis of race, color, sex (which includes marital status) sexual orientation (including transgender), religion, national origin, ancestry, creed, age, disability or need for special education services in admissions, access to, treatment or employment in educational programs or activities which it operates.

Specific complaints of alleged discrimination under Section 504 (handicap), Title II (Disability) or Title IX (sex) should be referred to: Superintendent of Schools, Sargent School District, 7090 N. Road 2 E., Monte Vista, Colorado 81144, phone (719) 852-4023. Complaints may also be filed with the Office of Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 North Speer Boulevard, Suite 310, Denver, Colorado 80204.

Sargent School District RE-33J

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APPLICATION FOR A NON-CERTIFIED POSITION

Name: _____
(Last) (First) (Middle)

Social Security # _____ Telephone # _____

Address: _____
City State Zip

E-mail Address: _____

Position(s) Applied For: _____

Previous Service in Related Field: _____

Professional Data:

High School Attended: _____ Graduated: _____

Education or Training Beyond High School: _____ Dates Attended: _____

Present Position & Supervisor's Name and Address: _____

Past Working Experience:

Job Title:	Employer:	From:	To:	Reason for	Supervisors
		Mo./Yr.	Mo./Yr.	Leaving:	Present Phone/ Address:

Could you come for an interview? _____ When could you begin work? _____

Additional Information: _____

I am qualified for the job sought as a result of the following educational, occupational and professional skills:

Have you ever been convicted of a crime: _____ If yes, describe _____

Every non-certified individual hired by the district will have the following background checks completed on him/her:

Fingerprinting

1. As a prerequisite to employment, all applicants hired by the Board of Education for support staff positions must submit a complete set of fingerprints taken by a qualified Colorado Applicant Background Services Vendor and an Oath and Consent Form as required by state law. The fingerprinting form and the Oath and Consent Form are available at the Superintendent's Office.
2. On the form the applicant must certify either that he/she has never been convicted of a felony or misdemeanor charge, not including any misdemeanor traffic offense, or that he/she has been convicted of a felony or misdemeanor (not including any misdemeanor traffic offense). The certificate must specify the felony or misdemeanor, the date of conviction and the court entering judgment.
3. The school district will release the fingerprints to the Colorado Bureau of Investigation and Federal Bureau of Investigation for processing.
4. Although an applicant may be conditionally employed prior to receiving the results, he/she may be terminated if the results are inconsistent with the information provided on the form.
5. The applicant will be responsible for all fees for fingerprint processing. Arrangements may be made through the district office for payroll deduction for payment.

A false statement on any part of your application may be grounds for not hiring you, or firing you after you begin work.

I certify that, to the best of my knowledge and belief, all of my statements are true, correct, complete and made in good faith.

Signature

Date

Oath and Consent Form

All questions must be answered. All documentation requested must accompany this application.

To be completed by the applicant. Please print or type

Legal Name	Last	First	Middle	Maiden/ Former Name
Mailing Address	Number and Street		Apt. #	Date of Birth Month _____ Day _____ Year _____
City	State	Zip		Social Security Number
Telephone	Work () _____ Home () _____			Email address

Please list all former names you have used and approximate dates of use. (If more than three, list on a separate sheet of paper.)

Name	Date
Name	Date
Name	Date

1. Have you ever been convicted of a felony or misdemeanor (other than a misdemeanor traffic offense or traffic infraction)?

Yes

No

If yes, please include with your application a copy of the police report, and copies of the charging document and disposition document from the court for each conviction.

For the purposes of this question, "convicted" is defined as the occurrence of ANY of the following in connection with a criminal charge:

1. A finding of guilty by a jury or court.
2. A court's acceptance of a plea of guilty or a plea of nolo contendere.
3. A court's imposition of a deferred or suspended sentence.
4. A court's approval of an agreement for a deferred prosecution.
5. Forfeiture of a bail, bond or other security deposited to secure a defendant's appearance.
6. Payment of a fine.

Please specify the offense(s) for which you were convicted (including whether this was a felony or misdemeanor), along with the date of conviction and the court entering the judgment of conviction.

Offense	Felony/ Misdemeanor		Conviction Date	Court and Location
	F	M		
	F	M		
	F	M		
	F	M		