

MANITOU SPRINGS SCHOOL DISTRICT #14
405 El Monte Place, Manitou Springs, Colorado 80829-2099

CERTIFIED EMPLOYEES APPLICATION

Subject or grades applied for:		Date	
Full time	Part time	Substitute	
Date you are able to begin work			
Name			
last	first	middle	
Address			
Phone		E-mail	
Social Security #			
Type of Colorado License held or qualified for			
Date issued	By whom issued		

EDUCATION

Name and address of high school from which you graduated :			
Name/Location of colleges	Dates	Sem hours completed	Degrees
1.			
2.			
3.			
4.			
Major field	Sem.hrs-Undergraduate	Graduate	
Minor field	Sem.hrs-Undergraduate	Graduate	
Number of semester hours in: Education _____ Counseling _____ Remedial reading _____			
Special Education _____ Library Science _____ Music _____ PE _____			
Grade point average _____ Student teaching Subject/level _____			
Student teaching			
school	city	state	zip

List college activities and honors received

Secondary applicants only - List any area in which you have 24 or more semester hours:

What activities have you sponsored or what coaching have you done? Would you be interested in sponsoring/coaching ?

List professional and civic organizations and activities

State briefly why you desire this position

Previous Teaching Experience (most recent first)

Name/address of school	Dates	Position	Gades/subjects taught	Reason for leaving

REFERENCES

References should show previous principals and superintendents under whom you have taught. Beginning teachers should list supervising teacher.

Name	Address	Phone

Have you ever been convicted of a felony or child abuse?
If yes, describe in full:
Have you ever been convicted of, pled nolo contendere to, or received a deferred sentence for a crime involving unlawful sexual behavior or unlawful behavior involving a child?
If yes, please explain:
Has any court ever received a plea of guilty or a plea of nolo contendere from you for any offense, deferred further proceedings without entering a finding of guilty and placed you on probation?
If yes, please explain:
Have you ever been involuntarily terminated from any employment?
If yes, please explain:

I have been provided with a copy of the job description and understand the requirements of the position for which I am applying. I represent that I am physically capable of performing the physical requirements of this position as stated in the job description. I grant my prospective employer full authority to verify application from information via driver’s record, worker’s compensation, criminal history, index, and registry files. I certify that the information given by me on this application is true and correct to the best of my knowledge. I understand that false statements on this application including false statements regarding my physical abilities may result in termination of employment.

Signature of applicant _____ Date _____

Manitou Springs School District is an equal opportunity educational institution and will not discriminate on the basis of race, age, marital status, color, creed, disability, national origin, ethnicity, gender, sexual orientation or religion in its activities, programs, or employment practices as required by Title VI, Title IX and Section 504. For more information regarding civil rights or grievance procedures, contact Mr. Ed Longfield, Superintendent, Manitou Springs School District #14, 405 El Monte Place, Manitou Springs, CO 80929, (719) 685-2024 or to the Office of Civil Rights, U.S. Dept. of Education, 1961 Stout St., Denver, CO 80294, (303) 844-2991. Applications are kept on file for one year.

To complete your application file please print this form to sign original and mail with the following:

1. Application form / cover letter
2. Minimum of 3 letters of reference
3. Current resume
4. Proof of Colorado certificate/license/authorization
5. Up to date transcripts.

