

# MONTE VISTA SCHOOL DISTRICT

Inspiring the Pursuit of Excellence, *One Student at a Time!*

## APPLICATION FOR EMPLOYMENT

### NON-CERTIFICATED PERSONNEL

To Applicant:

Monte Vista C-8 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  
Monte Vista School District C-8  
345 East Prospect Avenue  
Monte Vista, CO 81144  
(719) 852-5996  
FAX: (719) 852-6184

*The Monte Vista School District does not unlawfully discriminate on the basis of race, color, sex, religion, national origin, ancestry, creed, age, marital status, sexual orientation, genetic information, 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) or Title IX (sex) should be referred to: Superintendent of Schools, Monte Vista School District, 345 East Prospect Avenue, Monte Vista, Colorado 81144, phone (719)852-5996. 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.*

Robert A. Webb  
Superintendent

345 East Prospect  
Monte Vista  
Colorado 81144  
U.S.A

Phone  
Fax  
E-mail  
Web site

719.852.5996  
719.8526184  
rwebb@monte.k12.co.us  
<http://www.monte.k12.co.us>

## **WHAT HAPPENS TO MY APPLICATION?**

**1. WHEN IS MY APPLICATION COMPLETE?**

A completed application will include a letter of application, a finished and signed application form, and a resume.

**2. WHAT HAPPENS TO MY APPLICATION WHEN IT IS COMPLETE?**

The application and supporting documents are placed in the active file. These files are open to all administrators and supervisors in the district.

**3. WILL I BE NOTIFIED AS TO THE COMPLETENESS OF MY APPLICATION?**

Monte Vista C-8 does not have the staff to perform this service. We welcome your inquiries concerning your file. Either call (719) 852-5996 or write.

**4. WHAT IS THE PROCESS WHEN THERE IS A VACANCY IN MY FIELD?**

Vacancies are advertised within the district and state. The principal, director, and/or other appropriate persons screen applicants and select those to be interviewed.

**5. ARE ALL APPLICANTS INTERVIEWED?**

No. Because of the great number of applicants and because of varying levels of applicant preparation only those under serious consideration are interviewed. Interviews are conducted by one or more of the following: Superintendent, principal, or supervisor with staff involvement where appropriate.

**6. IF I AM SELECTED FOR AN INTERVIEW WHO PAYS THE TRAVEL EXPENSES?**

Interviews conducted in Monte Vista are at the applicant's expense.

**7. WILL I BE NOTIFIED IF I AM INTERVIEWED BUT NOT SELECTED FOR A POSITION?**

Those applicants who are interviewed but not selected will be notified either verbally or in writing when the position is filled.

**8. MUST I RENEW MY APPLICATION?**

Yes. All complete applications are held for a period of one year from the date of application and then declared inactive unless the applicant notifies the superintendent he/she wishes to remain active. It is best to do this in writing.

**9. MAY I JUST SAY "SEE RESUME" ON MY APPLICATION?**

Application forms bring necessary information together in one location. A completed application serves this function. Current addresses and phone numbers and complete information enhances candidacy.

**MONTE VISTA PUBLIC SCHOOLS**

345 EAST PROSPECT AVENUE

MONTE VISTA, COLORADO 81144

Phone (719) 852-5996 – Fax (719) 852-6184

**APPLICATION FOR EMPLOYMENT IN A NON-CERTIFIED POSITION**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Telephone No. \_\_\_\_\_

E-mail \_\_\_\_\_

POSITION(S) APPLIED FOR: \_\_\_\_\_

List Below Your Last Four Positions:

<u>Job Title</u>	<u>Employer</u>	<u>FROM</u> <u>Mo.-Yr.</u>	<u>TO</u> <u>Mo.-Yr.</u>	<u>Reason</u> <u>For</u> <u>Leaving</u>	<u>Supervisor's</u> <u>Present Phone No.</u> <u>and Address</u>

May we contact your current employer? \_\_\_\_\_

What specific education, experiences, skills, or related experience to the job for which you are applying do you feel especially fit you for work with Monte Vista Schools?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If your application is considered favorable, on what date will you be available to start work? \_\_\_\_\_

\_\_\_\_\_

Have you ever been convicted of a crime? \_\_\_\_\_

If yes, describe below. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

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 law enforcement agency and a notarized Non-certified Applicant's Oath form as required by state law. The fingerprinting form and the Non-certified Applicant's Oath form are available at the superintendent's office.
2. On the form the applicant must certify either that he has never been convicted of a felony or misdemeanor charge, not including any misdemeanor traffic offense, or that he has been convicted of a felony or misdemeanor charge (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 for processing.
4. Although an applicant may be conditionally employed prior to receiving the results, he may be terminated if the results are inconsistent with the information provided on the form.
5. The school district will charge the applicant a nonrefundable fee (not to exceed \$40.00) to cover the direct and indirect costs of fingerprint processing. Employees pay check(s) will be held until payment of \$40.00 is made.

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

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Signature

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Date