

MONTE VISTA SCHOOL DISTRICT

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

APPLICATION FOR SUBSTITUTE 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>

MONTE VISTA PUBLIC SCHOOLS

345 EAST PROSPECT AVENUE
MONTE VISTA, COLORADO 81144
Phone (719) 852-5996 – Fax (719) 852-6184

APPLICATION FOR SUBSTITUTE EMPLOYMENT IN A NON-CERTIFIED POSITION

Name: _____ Date: _____

Address: _____ Social Security No. _____

_____ Telephone No. _____

E-mail: _____

POSITION(S) APPLIED FOR: _____

EDUCATION

| Name of high school or college | Date From-To | Diploma/Degree |
|--------------------------------|-----------------|----------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |

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> |
|------------------|-----------------|-------------------------------|-----------------------------|---|---|
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |

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?

Is there anything that will appear on a criminal background check that you would like to explain?

Yes _____ No _____

If "Yes", provide complete details either below or on an attached sheet of paper.

Be advised that an affirmative answer does not disqualify an applicant.

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.

Signature

Date