

# 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?

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

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

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

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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