

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

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.

Complaints should be referred to: Robert Webb, Superintendent of Schools, Monte Vista School District, 345 East Prospect Avenue, Monte Vista, Colorado 81144, phone (719)852-5996, rwebb@monte.k12.co.us. Complaints regarding violations of Title VI, (race, national origin), Title IX (sex/gender), Section 504/ADA (handicap or disability), may be filed directly with the Office for Civil Rights, U.S. Department of Education, 1244 North Speer Blvd., Suite 310, Denver, CO 80204. Complaints regarding violations of Title II, Title VII (employment) and the ADEA (prohibiting age discrimination in employment) may be filed directly with the Federal Office of Equal Employment Opportunity Commission, 303 E. 17th Ave., Suite 510, Denver, CO 80202, or the Colorado Civil Rights Commission, 1560 Broadway, Suite 1050, Denver, CO 80202.

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 complete a set of fingerprints taken by a qualified agency and a Non-certified Applicant's Oath form as required by state law. Information on fingerprinting 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 fingerprinting agency 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.

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