

**EMPLOYMENT APPLICATION FOR
CLASSIFIED STAFF
South Central BOCES
323 S. Purcell Blvd.
Pueblo West, CO 81007
(719) 647-0023**



Applicant Information

Name			
Last	First	Middle Initial	
Address			
Street	City	State	Zip
Home Phone	Work Phone	E-mail	
Social Security Number (optional)		On what date are you able to begin work?	
<small>Note: Omission of Social Security Number on this form will not prohibit employment consideration. Social Security Number will be required on other forms prior to employment.</small>			
Position for which you are applying?			
Where did you learn about this vacancy?			
What category would you prefer? <input type="checkbox"/> full time <input type="checkbox"/> part time			

Applicant Note

This application form is intended for use in evaluating your qualifications for employment. This is not an employment contract. Please answer all appropriate questions completely and accurately. False or misleading statements during the interview and on this form are grounds for terminating the application process or, if discovered after employment, terminating employment. All qualified applicants will receive consideration without discrimination because of sex, marital status, race, age, creed, national origin or the presence of disabilities. A felony conviction will not necessarily bar an applicant from employment. Additional testing of job related skills and for the presence of drugs in your body may be required prior to employment. After an offer of employment, and prior to reporting to work, you will be required to obtain and complete a fingerprint card and notarized oath form, and you may be required to submit to a medical review depending on South Central BOCES policy and the needs of the job, you will be required to complete a medical history form and may be required to be examined by a medical professional designated by the Board. Attachments: Job Description/Essential Job Functions.

Education

Name	City/State	Graduate?	Degree?
High School:			
College/University:			
Other:			

Previous Employers

Your application will not be considered unless every question in this section is answered. Since we will make every effort to contact previous employers, the correct telephone numbers of past employers are critical.

MOST RECENT EMPLOYER

<input type="checkbox"/> Yes <input type="checkbox"/> No Are you currently working for this employer?				
◆DATES: from _____ to _____ full time <input type="checkbox"/> part time <input type="checkbox"/> Job Title _____				
Company Name	Address	City	State	Zip
Company Phone Number	Supervisor's Name			
Duties	Reason for leaving			
<i>Per</i>				
Salary	(hour, week, month)			

SECOND MOST RECENT EMPLOYER

◆DATES: from _____ to _____ full time <input type="checkbox"/> part time <input type="checkbox"/> Job Title _____				
Company Name	Address	City	State	Zip
Company Phone Number	Supervisor's Name			
Duties	Reason for leaving			
<i>Per</i>				
Salary	(hour, week, month)			

THIRD MOST RECENT EMPLOYER

◆DATES: from _____ to _____ full time <input type="checkbox"/> part time <input type="checkbox"/> Job Title _____				
Company Name	Address	City	State	Zip
Company Phone Number	Supervisor's Name			
Duties	Reason for leaving			
<i>Per</i>				
Salary	(hour, week, month)			

References

Include only individuals familiar with your work ability. Do not include relatives.

NAME	ADDRESS/PHONE	YEARS KNOWN/RELATIONSHIP
1.		
2.		
3.		

Comments

Attach additional sheet if necessary.

Security

Due to the responsibility South Central BOCES has to its member school districts and community, the following information is needed from all applicants and employees regarding felony convictions. Applicants and employees must report any felony convictions that occur subsequent to the time they initially completed this form. Questions regarding this information should be directed to the Executive Director of the South Central BOCES. Please read carefully, and answer every question. **If you answer YES to any of the questions below, please explain in detail on a separate sheet of paper. PLEASE PRINT CLEARLY OR TYPE.**

List states and counties of residence for the past seven years _____.

- Yes No Have you used any names or Social Security Numbers other than those on this application? If so, please list on back.
- Yes No Have you been convicted* of a felony?
- Yes No Have you ever been convicted of a misdemeanor offense other than minor traffic violations? (A DUI conviction is not considered a minor traffic offense).
- Yes No Have you ever been convicted of sex or drug-related offense?
- Yes No Has any court ever received a plea of guilty or a plea of nolo contendere from you for any offense or deferred further proceedings without entering a finding of guilty and placed on probation?
- Yes No 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?
- Yes No Have you ever been dismissed or have you resigned from a position as a result of an allegation of unlawful behavior involving a child, including unlawful sexual behavior?
- Yes No Have you ever had any professional licenses suspended, annulled or revoked?
- Yes No Have you ever been involuntarily terminated from any employment?

*CONVICTION means the final judgment on a verdict or a finding of guilty, or a plea of nolo contendere in any state or federal court of competent jurisdiction in a criminal case, regardless of whether an appeal is pending or could be taken. Conviction does not include a final judgment which has been expunged by pardon, reversed, set aside or otherwise rendered valid.

Release & Signature

I certify that I have read and understand the applicant note on page one of this form and that the answers given by me to the foregoing questions and the statements made by me are complete and true to the best of my knowledge and belief. My signature below authorizes the South Central BOCES to conduct a background investigation and authorizes release of information in connection with my application for employment. This investigation may include such information as criminal or civil convictions, driving records, previous employers, educational institutions, personal reference, professional references, and other appropriate sources. I waive my right of access to any such information and without limitation hereby release the South Central BOCES and the reference source from any liability in connection with its release or use. This release includes the sources cited above and specific examples as follows: the local sheriff, information from the Colorado Bureau of Investigation on either data on all criminal convictions or certification that no data on criminal convictions are maintained, information from the Colorado or the State Department of Social Services Child Protective Services Unit and locality to which they may refer for release pertaining to any findings of child abuse or neglect investigations on this application involving me. This authorization to obtain records, and information is not intended to permit the release of my medical records, medical information contained in either my employment or education records or information relating to any workers' compensation claims that may have been filed in conjunction with any prior employment. Furthermore, **in the knowledge that they may be relied upon in considering my application, I understand that any omission or falsely answered statement made by me on this application or any supplement of it will be sufficient grounds to employ or for my discharge should I become employed with the South Central BOCES.**

Signature of applicant
(Must be signed for processing.)

Date

The South Central Board of Cooperative Educational Services does not unlawfully discriminate on the basis of race, color, religion, national origin, sex, age, or disability, in admission or access to, or treatment or employment in, its educational programs or activities. Inquiries may be referred to the Executive Director, 323 S. Purcell Blvd., Pueblo West, CO 81007, (719) 647-0023.

Dear Applicant:

Thank you for your interest in a position with the South Central BOCES. The following instructions outline the application procedures and the conditions under which you might be employed by South Central BOCES. Please read them carefully.

In order to be considered for a position with South Central BOCES, you must include the following:

- The completed application form.
- Completed Fingerprint Card (Contact [Marian Anaya](#), 719-647-0023, for applicable fingerprint card).
- Notarized Applicant's Oath.

Your application will be reviewed when all of these documents have been received. Incomplete applications will be held for 45 days and then purged if not completed.

A personal interview is required for employment. If you are being considered for a vacancy, the director/supervisor will contact you to schedule an appointment.

Should you experience a change of name, address, or telephone number after you have submitted your application, please notify the Office of Human Resources of the changes in writing.

If you have not been appointed to a position by November 1 and still wish to be considered for employment, you must notify the Office of Human Resources in writing by December 1 to keep your application active; otherwise your application will be purged. (Completed applications received in November will remain active until the following November.)

Other conditions of employment include, but are not limited to:

1. W-4 forms.
2. Joining the Public Employees' Retirement Association (PERA).
3. Direct deposit of salary into a bank of your choice.
4. Receiving worker's compensation procedures.
5. Mandatory participation in group health insurance for employee.
6. Copies of driver's license and social security card.
7. Internet/E-mail Acceptable Use form
8. Drug Free Workplace form
9. BOCES Policies form
10. Two signed copies of Employment Agreement.
11. Department of Motor Vehicle form.

Please call if you have questions concerning the application process or conditions of employment.



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