

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



Applicant Information

Name			
<small>Last</small>	<small>First</small>	<small>Middle Initial</small>	
Address			
<small>Street</small>	<small>City</small>	<small>State</small>	<small>Zip</small>
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?			

Professional References

Include a minimum of three who have knowledge of your administrative or professional/technical experience, i.e., superintendent, principal, supervising teacher, director, etc. Experienced candidates must include references from school districts in which previously employed.

NAME	ADDRESS	TELEPHONE <small>home/work</small>	
		(H)	(W)
		(H)	(W)
		(H)	(W)
		(H)	(W)
		(H)	(W)

Certification

Professional License(s) now held: including out-of-state

Type:	State:	Endorsement:	Expires:
Type:	State:	Endorsement:	Expires:
Type:	State:	Endorsement:	Expires:

Professional License(s) applied for:

Type:	State:	Endorsement:	Expires:
Type:	State:	Endorsement:	Expires:

Have you passed the PLACE or PRAXIS test? Yes No

If you have not passed the PLACE or PRAXIS test, please provide the anticipated test date: _____

Administrative or Professional/Technical Experience

◆DATES: from _____ to _____ full time <input type="checkbox"/> part time <input type="checkbox"/> Job Title _____				
Name of School	Address	City	State	Zip
District Name	District Phone Number	Name/Title of Director/Supervisor		

◆DATES: from _____ to _____ full time <input type="checkbox"/> part time <input type="checkbox"/> Job Title _____				
Name of School	Address	City	State	Zip
District Name	District Phone Number	Name/Title of Director/Supervisor		

◆DATES: from _____ to _____ full time <input type="checkbox"/> part time <input type="checkbox"/> Job Title _____				
Name of School	Address	City	State	Zip
District Name	District Phone Number	Name/Title of Director/Supervisor		

Total years of Administrative or Professional/Technical Experience in the type of position for which you are applying. _____

If presently under contract, have you checked and can you be released if you are offered a position? Yes No

Educational Background

Name of College/University City & State	Date Attended Mo/Yr to Mo/Yr	Major/Minor	Type of Degree	Date Conferred
	to			
	to			
	to			
	to			
	to			

Non-Contractual Experience

◆DATES: from _____ to _____ full time <input type="checkbox"/> part time <input type="checkbox"/> Type of Experience _____				
Name of Business	Address	City	State	Zip
District Name	Business/Entity Phone	Name/Title of Director/Supervisor		

◆DATES: from _____ to _____ full time <input type="checkbox"/> part time <input type="checkbox"/> Type of Experience _____				
Name of Business	Address	City	State	Zip
District Name	Business/Entity Phone	Name/Title of Director/Supervisor		

◆DATES: from _____ to _____ full time <input type="checkbox"/> part time <input type="checkbox"/> Type of Experience _____				
Name of Business	Address	City	State	Zip
District Name	Business/Entity Phone	Name/Title of Director/Supervisor		

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.

Required Supporting Documents

In addition to this application, it is the applicant's responsibility to have the following information and materials forwarded to the Executive Director of the South Central BOCES as soon as possible in order to be considered for employment.

- **A photocopy of your current Colorado Educator License.** Colorado law prohibits the employment of professional staff without appropriate licensure. If you do not have a Colorado license, please contact the Colorado Department of Education, State Office Building, 201 East Colfax, Denver, CO 80203, (303) 866-6628 or go to http://www.cde.state.co.us/index_license.htm to initiate licensure.
- **Three letters of reference** from principals, supervisors, or superintendents under whom you have worked in the past five years. These letters must include dates of employment.
- **College transcripts** for all universities attended. If you have additional graduate credit, transcripts for those must also be included. Copies may be submitted during the application process, but **OFFICIAL** copies will be required at hire.

OR

Current credentials to include letters of reference and transcripts, from your college placement bureau or other placement agency, if available. It is your responsibility to ask your college placement office to forward your credentials to us.

- **Current Resume or Vita.**

Release & Signature

All qualified applicants will receive consideration without illegal discrimination because of sex, marital status, race, age, creed, national origin or disability.

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 date 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, your application must include all of the following:

- The completed application form**, including all sheets. (This includes the Notarized Applicant's Oath.)
- A photocopy of your current Colorado Educator License (appropriate to your position)**. If you do not have a Colorado license, please contact the Colorado Department of Education, State Office Building, 201 E. Colfax, Denver, CO 80203 (303) 866-6628 or go to http://www.cde.state.co.us/index_license.htm to initiate licensing.
- Three letters of reference** from principals, supervisors, or superintendents under whom you have worked in the past five years. These letters must include dates of employment.
- College transcripts** for all universities attended. If you have additional graduate credit, transcripts for those must also be included. Copies may be submitted during the application process, but **OFFICIAL** copies will be required at hire.

OR

Current credentials to include letters of reference and transcripts, from your college placement bureau or other placement agency, if available. It is your responsibility to ask your college placement office to forward your credentials to us.

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.)

If you are hired, you will be required to furnish the following:

1. A copy of your current Colorado Educator License appropriate to your job.
2. Evidence of eligibility of employment as required by the Immigration and Naturalization Service.
3. Official transcripts to verify upper division or graduate units taken after any BA/BS degree will be necessary to receive salary compensation.

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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