

APPLICATION CLASSIFIED POSITION

An Equal Opportunity Employer
Applications will be retained for one
year and renewed only upon request.



Ouray School District R-1
PO Box N, 400 7th Avenue
Ouray, CO 81427
Phone: 970-325-4505
Fax: 970-325-7343

Print or type application

Date: _____

Name: _____ Social Security #: _____

Address: _____

Home Telephone #: _____ Work Telephone #: _____

Have you previously been employed by Ouray School District R-1 ? Yes No If yes, please indicate position and dates of
employment: _____

Employment Preference: Indicate below, in order of preference (1 = 1st choice, 2 = 2nd choice, etc) positions for which you are
applying.

Administrative Assistant: _____ Paraprofessional: _____ Food Service: _____

Custodial / Maintenance: _____ Coach: _____ Other: _____

Are you a citizen of the United States? Yes No If not, do you have a work permit? Yes No

*In accordance with the US Immigration Reform and Control Act as amended in 1985, applicants will be required to provide verification of employ-
ment eligibility at the time of employment. Among the most common forms of identification are a valid US passport, US birth certificate, social
security card, driver's license, state issued ID card and/or Alien ID card. In some instances two forms of identification will be required. A complete
list of acceptable ID is available upon request. Persons unable to meet this requirement within three days of the date of hire will be suspended
from employment until proper identification is registered with Human Resources.*

Education: Circle the highest grade completed:

High School 9 10 11 12

Business / Tech School 1 2

College / University 1 2 3 4

Other significant training courses: _____

Employment History: *List below all present and past employment beginning with your most recent position. You may attach a resume in addition to completing this section.*

Employer: _____	Position: _____
Address: _____	City: _____ State: _____ Zip: _____
Telephone Number: _____	Duties you performed: _____
Dates of Employment:	Hours per week: _____
From: _____ To: _____	Supervisor: _____
Reason for leaving: _____	

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Telephone Number: _____	Duties you performed: _____
Dates of Employment:	Hours per week: _____
From: _____ To: _____	Supervisor: _____
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Telephone Number: _____	Duties you performed: _____
Dates of Employment:	Hours per week: _____
From: _____ To: _____	Supervisor: _____
Reason for leaving: _____	

List any specific skills you have which may relate to the position for which you are applying: _____

References: List references you have know two years or longer. Do not list relatives or former employers already listed previously.

Name	Telephone	Email	Position
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Administrative Applicants:

Do you type? _____ Computer Skills? _____ MS Word _____ MS Excel _____
Other training or skills? _____

Paraprofessional Applicants Only:

Recognizing the a paraprofessional will be called upon to provide a variety of services at a variety of grade levels, we nonetheless feel that a better job will be done and the paraprofessional will be happier if the duties to be performed are matched as closely as possible to the paraprofessional’s preferences. A number of paraprofessional duties are listed below. Please circle the number to show which duties you prefer. 1 = dislike very much, 2 = dislike, 3 = so-so, 4 = like, 5 = like very much.

- | | | | |
|-----------|--|-----------|-------------------------------|
| 1 2 3 4 5 | Supervising “study periods” | 1 2 3 4 5 | Playground supervision |
| 1 2 3 4 5 | Working with groups of students | 1 2 3 4 5 | Lunch supervision |
| 1 2 3 4 5 | Working with individual students | 1 2 3 4 5 | Making games, bulletin boards |
| 1 2 3 4 5 | Library work (shelving books, cataloging, helping students, etc) | | |
| 1 2 3 4 5 | Clerical work (typing, helping in the office, etc) | | |

What grade levels do you prefer to work with? _____
State any grade levels you do not like to work with? _____

List pertinent responsibilities held in organizations, churches, military, educational or youth group programs.

Indicate areas of special interest, talent or ability (special services, music, art, second language, computer skills, library, etc).

I am interested in this position because _____

All Applicants:

Have you every been dismissed from any position for immoral or unprofessional conduct or unfitness for work? Yes No

If yes, explain: _____

Drivers License Type: _____ License Number: _____ Expiration Date: _____

Have you every been convicted of a misdemeanor or felony? _____

If you answer is yes to the above question, provide complete details on a separate sheet stating date of offense, charge, location and result of criminal charges. Be advised that an affirmative answer does not automatically disqualify an applicant.

~The School Board prohibits use of all tobacco and marijuana products in/on school grounds and facilities.

~State Law and District policy require fingerprinting of all new employees at employee's expense.

"I certify that the information in this application is true and complete to the best of my knowledge. I understand that Ouray School District R-1 may conduct examinations into my background, including, but not limited to a medical history, worker's compensation record, employment history, driving record, and criminal record. I understand that by affixing my signature below that I consent to such examinations. I also understand that an omission of falsification of information in this application by result in the refusal of, or immediate discharge from employment. In the event I am employed by Ouray School District R-1, I agree to abide by all of its applicable policies, orders, rule and regulations."

Signature

Date