

Dear Applicant:

Thank you for your interest in a position in Liberty School District J-4. The following instructions outline the application procedures and the conditions under which you might be employed by Liberty School District J-4. Please read the instructions carefully.

Liberty School District J-4 hires staff based on their ability to "sell" their knowledge, skills, expertise, and energies as they relate to any advertised position. It is extremely important for you to provide as much information as possible to allow us to determine if you have the skills necessary to fill job. You may add to this application letters of reference, resume, special certificates and/or samples of work if you believe it will help us know your abilities more thoroughly. Remember, the more information you provide, the better your chances are of being interviewed for the position.

In order to be considered for a position with Liberty School District J-4, your *application must include* all of the following:

- Completed application form
- Notarized Applicant's Oath
- No less than three* reference names, complete with telephone numbers and addresses for supervisors or administrators under whom you have worked in the past eight years.

A personal interview is required for employment. If you are considered for a vacancy, the principal/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 our District Office of the changes in *writing*.

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

1. Evidence of eligibility of employment as required by the Immigration and Naturalization Service.

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

2. W-4 forms (Must be completed at the Liberty School District J-4 Administration Office)
3. Joining the Public Employees Retirement Association, (PERA) (*enrollment forms must be completed at the Liberty School District J-4 Administration Office)
4. Receiving Workers Compensation Procedures
5. All new classified employees must be fingerprinted per H.B. 90-1077 at cost to the employee (Approximately \$39.00)

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

Richard C. Walter
Superintendent

Liberty School District J-4 Administration Office

Location
9332 Highway 36
Joes, Colorado

Mailing Address
P.O. Box 112
Joes, CO 80822

Telephone
Voice (970) 358-4288
Fax (970) 358-4282

Liberty School District J-4 Joels, Colorado

Position Preference(s) _____

Date you are available: _____

Check List:	
<input type="checkbox"/>	Complete Application
<input type="checkbox"/>	Application Oath
<input type="checkbox"/>	References
<input type="checkbox"/>	Employer Check
<input type="checkbox"/>	Resume
<input type="checkbox"/>	Fingerprints
<input type="checkbox"/>	Pre-Interview
<input type="checkbox"/>	Interview
FOR OFFICE USE ONLY	

Check if you would like to be placed on our substitute list.

APPLICATION FOR CLASSIFIED POSITION

PERSONAL INFORMATION			
Last Name, First, Middle (Mr./Mrs./Ms)		Other names that files may be listed under	
Street Address		City, State, Zip Code	
Other Street Address if needed for future contact		City, State, Zip Code	
Telephone Numbers	Social Security Number	Contact if you are not available:	
Home ()		Name	
Work ()		Phone Number ()	
E-mail Address			
FOREIGN LANGUAGES			
Please check level of proficiency in speaking, reading and writing.			
Language:		Language:	
	Fair Good Excellent		Fair Good Excellent
Speaking	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Speaking	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Reading	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Reading	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Writing	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Writing	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
DRIVING HISTORY			
Do you have a valid Colorado Driver's License? <input type="checkbox"/> yes <input type="checkbox"/> no			
Do you have a Commercial Driver's License? <input type="checkbox"/> yes <input type="checkbox"/> no			
Driver's License Number	State	List all charged violations within the past 5 years	
PHYSICAL IMPAIRMENT			
Do you have any impairment: physical, mental, or medical which could interfere with your ability to perform the job for which you have applied? <input type="checkbox"/> yes <input type="checkbox"/> no		If Yes, please explain circumstances:	

EMPLOYMENT HISTORY				
Most Recent Employer		Are you currently working for this employer?		<input type="checkbox"/> Yes <input type="checkbox"/> No
		If yes, may we contact?		<input type="checkbox"/> Yes <input type="checkbox"/> No
School/Company Name		City	State	Phone Number
Street Address				
Dates Mo/Yr To	Job Title	Supervisor	Salary	
Reason for leaving				
Second Most Recent Employer				
School/Company Name		City	State	Phone Number
Street Address				
Dates Mo/Yr To	Job Title	Supervisor	Salary	
Reason for leaving				
Third Most Recent Employer				
School/Company Name		City	State	Phone Number
Street Address				
Dates Mo/Yr To	Job Title	Supervisor	Salary	
Reason for leaving				
Fourth Most Recent Employer				
School/Company Name		City	State	Phone Number
Street Address				
Dates Mo/Yr To	Job Title	Supervisor	Salary	
Reason for leaving				
Fifth Most Recent Employer				
School/Company Name		City	State	Phone Number
Street Address				
Dates Mo/Yr To	Job Title	Supervisor	Salary	
Reason for leaving				

Personal Statement

In your personal statement please address how you believe you fulfill our qualifications for this position. Please take special care to discuss any special training, talents, desire, skills, or knowledge you have that applies to this position. In addition, discuss any background in multicultural education and special education and any experiences working with diverse student populations. Any personal characteristics that make you more qualified may also be included.

General Comments

Use this space for any additional comments from previous sections.

Referral Source:

Advertisement/Posting

Employee/Friend

Internet

Other (explain below)

I have read and understand the procedures and conditions of employment in Liberty School District J-4.

I understand that Liberty School District J-4 may conduct examinations into my background; I understand that reference checks will be made; I understand by affixing my signature below that I consent to such examination; I further understand that my signature certifies that all information in this application is true and correct; I understand that false statements on this application may result in termination of employment.

In the event that Liberty School District J-4 employs me, I agree to abide by all its applicable policies, procedures, rules, and regulations.

Signature

Date

Thank you for applying to Liberty School District J-4. Our goal is to find the most qualified staff in order to prepare our students to meet the challenges of their own futures.

**Liberty School District J-4
9332 Highway 36
P.O. Box 112
Joes, CO 80822
(970) 358-4288
Fax: (970) 358-4282**

Pre-employment Verification
Classified/Certificated Employees
Applicant's Oath
(Colorado Revised Statute 22-32-130)

Name (Last, First, Middle, Maiden) _____

Social Security Number _____ I have applied for the _____ position

I am the above listed applicant and I do hereby certify under penalty of perjury, either:

1. I HAVE NEVER BEEN convicted of committing a felony* or misdemeanor* (other than a misdemeanor traffic offense or traffic infraction).
2. I HAVE BEEN convicted** of committing a felony or misdemeanor (not including a misdemeanor traffic infraction). Information specifying a felony or misdemeanor for which I was convicted is as follows:

Convictions(s) _____

Court(s) _____

Date(s) _____

* A person is deemed to have been convicted of committing a felony or misdemeanor if such a person has been convicted under the laws of any other state, the United States, or any territory subject to the jurisdiction of the United States of an unlawful act, which, if committed within this state, would be a felony or misdemeanor.

** "Convicted" means a conviction by a jury or by a Court and shall also include the forfeiture of any bail, bond, or other security deposited to secure appearance by person charged with having committed a felony or misdemeanor, the payment of a fine, a plea of *nolo contendere*, and the imposition of a deferred or suspended sentence by the Court.

I hereby affirm that all information on and with this oath is true and complete. I understand that any misrepresentation of facts may result in my termination and that falsification of statements on and with this attestation may be punishable by law.

Signature of Applicant
(To be signed in the presence of a notary public)

Date

SUBSCRIBED AND SWORN TO BEFORE ME THIS _____ DAY OF, _____ 20____
WITNESS MY HAND AND OFFICIAL SEAL.

Notary

MY COMMISSION EXPIRES _____

Address

SEAL

VOLUNTARY Equal Employment Opportunity Information

Dear Applicant:

In order to comply with the Department of Education's request for information for the Office of Civil Rights, please complete the following information. This information is to be used for statistical purposes only and will be retained separately from the application.

Name _____ Social Security Number _____

Address _____ Telephone Number _____

City _____ State _____ Zip Code _____

Date of Birth _____

Position Applied for: _____

1. Sex:

Male Female

2. Veteran/U.S. Military Status:

- Non-veteran
- Pre-Vietnam Veteran
- Pre-Vietnam with service incurred disability
- Vietnam Era Veteran (8/5/64 – 5/7/75)
- Vietnam Era Veteran with service incurred disability
- Post Vietnam Era Veteran
- Post Vietnam Era Veteran with service incurred disability

3. Ethnic Background:

- White-origins in Europe, North Africa, or Middle East
- Asian-origins in Far East, S.E. Asia, India or Pacific Islands
- Black-origins in Africa
- Hispanic-Mexican, Puerto Rican, Cuban, Central or South America
- American Indian-origins in North America, to include Alaska

4. Physical Condition:

- No Handicap
- Physically Handicapped (No Facility Modifications needed)
- Physically Handicapped (Facility Modifications needed)
- Health Handicapped (Heart Attack, Diabetic, Seizures, etc.)
- Mentally Handicapped (Learning Disabled)

5. Highest Degree of Education:

- GED
- High School Diploma
- Associate Degree
- Bachelor's Degree
- Master's Degree
- Specialist
- Ed. D.
- Ph. D.

Majoring area of highest degree: _____

Liberty School District J-4
9332 Highway 36
Joes, CO 80822

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER