

LIMON PUBLIC SCHOOLS

Chris Selle, Superintendent/H.S. Curriculum Principal

Joel Albers, K-8 Principal

Dirk Pedersen, Dean of H.S. Students/Athletic Director

Thank you for your request for information about employment in Limon School District RE-4J. We are pleased to respond with the enclosed materials, and we look forward to the opportunity to consider you for employment upon receipt of the necessary applicant information.

In order for us to consider you for employment, we ask that you have on file in this office the following:

- ◆ Completed application
- ◆ Current resume
- ◆ Credentials, placement file, or 3 current letters of reference
- ◆ Undergraduate and graduate transcripts (unofficial copies are sufficient for applicants; official copies must be submitted upon employment)
- ◆ Response to enclosed set of questions
- ◆ Colorado teaching certificate/license (or statement of status of application to the Colorado Department of Education.)

Mail all of the above items to: Limon Public Schools
 P.O. Box 249
 Limon, CO 80828

Applicants with completed files are given first consideration for a possible interview. The principals of the schools in which vacancies exist are forwarded the files of qualified applicants and, upon the basis of that review, invite applicants for personal interviews. You are welcome to call the Learning Services Office at any time to ascertain the status of your application and/or of a specific position.

Applicant files are destroyed as of December 31 of each year. If you wish your file to remain active beyond that date, we ask you to notify this office in writing.

Thank you for your interest. Please contact Peggy Ashcraft, Sec. at extension 328 if we can be of further assistance.

Sincerely,

Chris Selle

LIMON PUBLIC SCHOOLS

DATE _____

TEACHER APPLICATION

Personal Data

Name _____ S.S. # _____
Last First Middle

Present Address _____
Number and Street City State Zip

Permanent Address _____
Number and Street City State Zip

Phone No. _____
Present Permanent

Have you ever been convicted of a felony? _____ Yes _____ No If yes, please explain. _____

Position

Position(s) desired- please check High School _____ Middle School _____ Elementary _____
Other (explain) _____

If secondary, please indicate subject areas for which you are highly qualified: _____

If elementary, please list grade levels in priority order: 1) _____ 2) _____
3) _____

Sports/Activities you are qualified to coach or sponsor: _____

Education & Licensure

Education: List colleges or universities attended and the degree and certificate received.

College/University	Attended		Degree & Date	Major	Minor
	From	To			
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

State	Type (Certificate, License or Endorsement)	Date Issued	Expiration Date
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Have you applied for a Colorado License? Yes _____ No _____ Date Applied _____

Honors

List honors or special achievements: _____

Employment History

May we contact your present employer? Yes _____ No _____

List Most Recent First

If you are a recent graduate, list student teaching experience.

Employer _____ Employed from _____ to _____

Address _____

Position _____

Supervisor _____

Reason for leaving _____

Telephone # _____ Duties and Responsibilities: (include grades &/or subjects taught)

Employer _____ Employed from _____ to _____

Address _____

Position _____

Supervisor _____

Reason for leaving _____

Telephone # _____ Duties and Responsibilities: (include grades &/or subjects taught)

Employer _____ Employed from _____ to _____

Address _____

Position _____

Supervisor _____

Reason for leaving _____

Telephone # _____ Duties and Responsibilities: (include grades &/or subjects taught)

Total Years of Teaching Experience: Years _____: Public _____ years, Private _____ years

Teaching experience will be verified by previous employer and adjustments will be made on the salary schedule according to verification.

References

List three persons qualified to comment on your abilities and your past experiences.

Name _____ City/State _____ Position _____ Telephone _____

I certify that all information on this application is correct and complete and understand that employment is contingent upon its accuracy.

Signature _____ email address _____

Applications are placed in the active file from January 1 to December 31 of each year. Each applicant must notify the Learning Services Office in writing by December 31 if he/she wishes to have his/her application remain active during the next calendar year. Inactive files will be destroyed at the end of each year.

Limon Public School is an equal opportunity education institution and does not unlawfully discriminate on the basis of race, color, national origin, sex, or disability in admission or access to, or treatment or employment in, its educational programs or activities.

Thank you for your interest in our schools.

RESPONSE QUESTIONS

Please respond to these questions in your own handwriting in the space provided.

1. What are your professional goals and aspirations?
2. How do you determine what should be taught in your class?
3. How do you determine the strengths of your students?
4. A student is doing poorly in your class. You talk to her and she tells you that she considers you to be the poorest teacher she has ever met. What would you do?
5. How will (do) you go about finding out the students' attitudes and feeling concerning your class?

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APPLICANT NOTE

The attached application form is intended for use in evaluation your suitability for employment. It is not an employment contract. Please answer all appropriate questions completely and to the best of your ability. False or misleading statements are grounds for refusal or termination of employment and benefits. Federal law provides penalties for false statements or documents related to U.S. employment eligibility. All qualified applicants will receive consideration without discrimination because of sex, martial status, race, age, creed, national origin or the presence of non-job related handicaps, and such information may be omitted from this form. A felony conviction will not necessarily bar the applicant from employment, and affirmative action hiring of handicapped individuals, disabled or Vietnam-era veterans, minorities and women may be requested by qualified applicants. Additional testing of job-related skills, mental/physical abilities and physical conditions may be required prior to employment.

I certify that I have read and understand the Applicant Note and that the answers given by me to the questions and statements made by me are complete and true to the best of my knowledge. I understand that any false information, omissions or misrepresentations of facts called for in the attached Application for Employment may result in the rejection of my application or the termination of my employment at any time during my employment. I authorize Limon School District RE-4J and/or its agents, including consumer reporting bureaus, to verify any of this information including, but not limited to, workers' compensation claims history, criminal history and motor vehicle driving records. I authorize all persons, former employers, school governmental agencies and law enforcement agencies to release any information concerning my background.

Applicant Signature

Date