

Lake County School District R-1

HUMAN RESOURCES
 107 SPRUCE ST.
 LEADVILLE, CO 80461
 719-486-6800

CLASSIFIED APPLICATION

PLEASE TYPE OR PRINT

DATE _____

PERSONAL DATA	Name _____ SS# _____			
	Last	First	Middle	
	Address _____			
	Number & Street	City	State	Zip
	Phone Number(s) _____		Email: _____	
	Home	Cell		
Have you ever been convicted of a crime? Yes No If yes, Please explain: _____				
Have you previously worked for us? Yes No If yes, when _____ where _____ position _____				
Statement of Health: _____				

POSITION	Position(s) and Location(s) Desired - Please check as many as apply & complete section of application for each area:		
	<input type="checkbox"/> Secretarial	<input type="checkbox"/> Maintenance	<input type="checkbox"/> High School
	<input type="checkbox"/> Accounting Department	<input type="checkbox"/> Bus Driver	<input type="checkbox"/> Intermediate School
	<input type="checkbox"/> Paraprofessional	<input type="checkbox"/> Mechanic	<input type="checkbox"/> West Park Elementary
	<input type="checkbox"/> Food Service	<input type="checkbox"/> Custodial	<input type="checkbox"/> The Center
	<input type="checkbox"/> Director (specify area) _____	<input type="checkbox"/> District Office	
	<input type="checkbox"/> Other (please specify) _____		
Type of employment: <input type="checkbox"/> Full <input type="checkbox"/> Part time <input type="checkbox"/> Substitute			
Date available to work: _____			

EDUCATION	Name & Location Of School	Years Attended	Date Graduated	Subjects Studied
	High School			
	College			
	Trade or Business School			
	Other			

REFERENCES	List three people qualified to comment on your abilities and your past experience:			
	Name	Address	Position	Telephone

<u>List Most Recent First</u>		May we contact your present employer? Yes _____ No _____	
E M P L O Y M E N T	Employer _____	Employed	Duties and Responsibilities
	Address _____	from	
	Position _____	_____	
H I S T O R Y	Supervisor _____	to	Duties and Responsibilities
	Reason for leaving _____	_____	
	Phone # _____		
	Employer _____	Employed	Duties and Responsibilities
	Address _____	from	
	Position _____	_____	
	Supervisor _____	to	Duties and Responsibilities
	Reason for leaving _____	_____	
	Phone # _____		
	Employer _____	Employed	Duties and Responsibilities
	Address _____	from	
	Position _____	_____	
	Supervisor _____	to	Duties and Responsibilities
	Reason for leaving _____	_____	
	Phone # _____		

Do you speak a language other than English? ____Yes ____No

If yes, which language(s) _____

Please complete the appropriate section(s) of this application for the area(s) in which you are interested.

I certify that all information on this application is correct and complete, to the best of my ability, and understand that employment is contingent upon its accuracy.

Signature _____ Date _____

NOTE: Applications are placed in an active file for six months.

EQUAL OPPORTUNITY EMPLOYER
Thank you for your interest in our schools!

FOOD SERVICE APPLICANTS ONLY

Please describe past work experience(s) you feel qualify you for this position? _____

What position(s) of responsibility have you held? _____

MAINTENANCE APPLICANTS ONLY

Check areas of experience: () Plumbing () Carpentry () Electrical () Heating
() Other – please explain _____

Do you hold a license in any field? () Yes () No If so, what type? _____

Describe any past work experiences and type of equipment you can operate related to this area: _____

MECHANIC APPLICANTS ONLY

Please check areas of experience: () Cars () Buses () Small Engines () Maintenance Equipment

Please describe past work experiences and type of equipment you can operate/repair _____

SECRETARIAL/CLERICAL/APPLICANTS ONLY

Note: Attach a copy of your current resume.

Have you ever been bonded? _____

Can you type? _____ If so, how many words per minute? _____ wpm

Which of the following can you operate:
Computer _____ Photocopier _____
Calculator _____

List any software applications with which you have experience: _____

PARAPROFESSIONAL

What experience have you had with children that would qualify you for this position?

BUS DRIVER APPLICANTS ONLY
(APPLICANTS MUST BE 21 YEARS OF AGE OR OLDER)

All bus drivers are required to complete a physical examination at the cost of the School District before employment can become effective. A physical examination will be required annually, also at the cost of the School District. Bus drivers must also have/acquire a Red Cross First Aid Certificate and a school bus driver's license. In addition, a copy of the applicants driving record will be obtained.

How many years have you driven a car? _____

Have you been employed as a school bus driver before? _____

If so, please name employer and immediate supervisor: _____

Do you hold a valid driver's license in Colorado? Yes ___ No ___ License Number _____

Do you hold a valid bus driver's license? Yes ___ No ___ License Number _____

Do you have a Red Cross First Aid card? Yes ___ No ___ Expiration Date _____

ACCOUNTING DEPARTMENT APPLICANTS ONLY

NOTE: Attach a copy of you current resume.

Have you ever been bonded? ___Yes ___No

Typing Rate (words per minute) _____ wpm

Have you had experience with governmental accounting? If so, how long? _____

Have you had experience with fundamental accounting? If so, how long? _____

Have you had experience with modified accrual accounting? If so, how long? _____

Have you had experience with payroll operations? If so, how long? _____

Have you had experience with computer operations? If so, how long? _____

Which of the following can you operate?

___Computer ___Word Processor ___Calculator Other (please specify) _____

Please include any other information you think qualifies you for this position: _____

CUSTODIAL APPLICANTS ONLY

Are you familiar with cleaning equipment such as buffers, scrub machines, etc.? ___Yes ___No

Please explain _____

Many custodial jobs require heavy lifting & physical labor. Do you think you are qualified to meet these requirements?

___Yes ___No

Please list any past experience which you feel qualify you for a custodial position: _____

DIRECTORS

NOTE: Attach a copy of your current resume.

Please list any information you think qualifies you for this position:

