

# Lake County School District R-1



HUMAN RESOURCES  
 328 W. 5<sup>TH</sup> Street  
 LEADVILLE, CO 80461  
 719-486-6800

LAKE COUNTY  
 PANTHERS

PLEASE TYPE OR PRINT

DATE \_\_\_\_\_

**CLASSIFIED APPLICATION**

**P E R S O N A L D A T A**

Name \_\_\_\_\_  
 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: \_\_\_\_\_

**P O S I T I O N**

Position(s) and Location(s) Desired - Please check as many as apply & complete section of application for each area:

Secretarial                       Maintenance                       High School  
 Accounting Department                       Bus Driver                       Intermediate School  
 Paraprofessional                       Mechanic                       Elementary School  
 Food Service                       Custodial                       The Center  
 District Office  
 Director (specify area) \_\_\_\_\_  
 Other (please specify) \_\_\_\_\_

Type of employment:  Full  Part time  Substitute

Date available to work: \_\_\_\_\_

**E D U C A T I O N**

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

**R E F E R E N C E S**

List three people qualified to comment on your abilities and your 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 _____	_____	
	Supervisor _____	to	
	Reason for leaving _____	_____	
Phone # _____			
H I S T O R Y	Employer _____	Employed	Duties and Responsibilities
	Address _____	from	
	Position _____	_____	
	Supervisor _____	to	
	Reason for leaving _____	_____	
Phone # _____			
	Employer _____	Employed	Duties and Responsibilities
	Address _____	from	
	Position _____	_____	
	Supervisor _____	to	
	Reason for leaving _____	_____	

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.**  
 The Lake County School District complies with all ADA requirements and will offer reasonable accommodations to any employee meeting the criteria. Please contact HR Director for requests. The Lake County School District does not discriminate on the basis of race, color, national origin, sex, or disability in its programs or activities. A lack of English skills will not be a barrier to admission or participation. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Kathleen Fitzsimmons, HR Director, 328 W. 5<sup>th</sup> Street, Leadville, CO 80461; 719-486-6811 or [kfitzsimmons@lakecountyschools.net](mailto:kfitzsimmons@lakecountyschools.net)

**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?

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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 \_\_\_\_\_

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### 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 \_\_\_\_\_ Other Technology: \_\_\_\_\_

List any software applications with which you have experience: \_\_\_\_\_

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### PARAPROFESSIONAL APPLICANTS ONLY

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

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### BUS DRIVER APPLICANTS ONLY

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 your 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 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:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_