

# Lake County School District R-1



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

**CLASSIFIED APPLICATION**

**PLEASE TYPE OR PRINT**

DATE \_\_\_\_\_

|  |   |
|--|---|
| P<br>E<br>R<br>S<br>O<br>N<br>A<br>L<br>D<br>A<br>T<br>A | Name _____<br>Last First Middle   |
|  | Address _____<br>Number & Street City State Zip   |
|  | Phone Number(s) _____ Email: _____<br>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<br>O<br>S<br>I<br>T<br>I<br>O<br>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<br>D<br>U<br>C<br>A<br>T<br>I<br>O<br>N |                             | Name & Location<br>Of School | Years<br>Attended | Date<br>Graduated | Subjects<br>Studied |
|   | High School                 |                              |                   |                   |                     |
|   |                             |                              |                   |                   |                     |
|   | College                     |                              |                   |                   |                     |
|   |                             |                              |                   |                   |                     |
|   | Trade or<br>Business School |                              |                   |                   |                     |
|   |                             |                              |                   |                   |                     |
|   | Other                       |                              |                   |                   |                     |
|   |                             |                              |                   |                   |                     |

|  |   |         |          |           |
|--|---|---------|----------|-----------|
| R<br>E<br>F<br>E<br>R<br>E<br>N<br>C<br>E<br>S | List three people qualified to comment on your abilities and your experience: |         |          |           |
|  | Name  | Address | Position | Telephone |
|  |   |         |          |           |
|  |   |         |          |           |
|  |   |         |          |           |

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

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| Do you speak a language other than English? ____Yes ____No<br>If yes, which language(s) _____ |
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| Please complete the appropriate section(s) of this application for the area(s) in which you are interested. |
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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:

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