

# CLASSIFIED EMPLOYEE APPLICATION

Union Colony Preparatory School  
2000 Clubhouse Drive, Greeley, Colorado 80634  
PHONE: (970) 673-4546 FAX: (970) 330-7604

Union Colony Elementary School  
1051 29<sup>th</sup> St Rd, Evans, Colorado 80620  
PHONE: (970) 673-4997 FAX: (970) 353-2271

To apply, download the application and save to your computer. Upon completion, save and attach in an email. Include any or all of the following with your completed application:

- Letter of interest
- Resume
- Three letters of professional reference
- Academic transcripts

Email to [employment@unioncolonyschools.org](mailto:employment@unioncolonyschools.org)

Application deadlines are specified in the position descriptions.  
Benefits include health, life, vision and dental insurance options as well as PERA retirement.



**Employment Details**

Dates Employed: From: \_\_\_\_\_ To: \_\_\_\_\_

Full Time \_\_\_\_ or Part Time \_\_\_\_ If part time how many hours per week? \_\_\_\_\_

Last Annual Salary \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_  
\_\_\_\_\_

Responsibilities/Accomplishments at this Position:

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

**2. Previous Position Held Employer Name:**

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

Position Title: \_\_\_\_\_

Employer Contact Information:

\_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_  
Street Address City State Phone

**Supervisor/Reference Contact Information**

Name: \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

**Employment Details**

Dates Employed: From: \_\_\_\_\_ To: \_\_\_\_\_

Full Time \_\_\_\_ or Part Time \_\_\_\_ If part time how many hours per week? \_\_\_\_\_

Last Annual Salary \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_  
\_\_\_\_\_

Responsibilities/Accomplishments at this Position:  
\_\_\_\_\_  
\_\_\_\_\_

**3. Previous Position Held Employer Name:**

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

Position Title: \_\_\_\_\_

Employer Contact Information:

\_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_  
Street Address City State Phone

**Supervisor/Reference Contact Information**

Name: \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

**Employment Details**

Dates Employed: From: \_\_\_\_\_ To: \_\_\_\_\_

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Last Annual Salary \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_  
\_\_\_\_\_

Responsibilities/Accomplishments at this Position:  
\_\_\_\_\_  
\_\_\_\_\_

**COLLEGES, UNIVERSITIES AND TECHNICAL SCHOOLS ATTENDED:**

1. Name and Location:

Dates Attended: From \_\_\_\_\_ To \_\_\_\_\_

Major Area of Study: \_\_\_\_\_ Minor Area of Study: \_\_\_\_\_

Degree: \_\_\_\_\_ Date Conferred: \_\_\_\_\_

2. Name and Location:

Dates Attended: From \_\_\_\_\_ To \_\_\_\_\_

Major Area of Study: \_\_\_\_\_ Minor Area of Study: \_\_\_\_\_

Degree: \_\_\_\_\_ Date Conferred: \_\_\_\_\_

**LANGUAGE SKILLS (other than English)**

Do you know any language other than English? Yes \_\_\_\_\_ No \_\_\_\_\_

If Yes, Please indicate which Language(s) and note your skill level below.

\_\_\_\_\_

Oral Skills (Listening and Speaking)

Written Skills (Reading and Writing)

Polite \_\_\_\_\_ Literate \_\_\_\_\_ Fluent \_\_\_\_\_

Polite \_\_\_\_\_ Literate \_\_\_\_\_ Fluent \_\_\_\_\_

- Polite means being able to greet and exchange pleasantries; indicate or understand an emergency, or uncomfortable situation and ask if an interpreter is needed.
- Literate means being able to understand a newscast, or read a newspaper.
- Fluent means being able to speak and write the language as well as her/his native language.

**REFERENCES**

Please fill in your professional references:  
Include only individuals who know of your work professionally.

1. \_\_\_\_\_  
Name Relationship to Candidate  
  
(\_\_\_\_)\_\_\_\_\_  
Current Phone Current Position
  
2. \_\_\_\_\_  
Name Relationship to Candidate  
  
(\_\_\_\_)\_\_\_\_\_  
Current Phone Current Position
  
3. \_\_\_\_\_  
Name Relationship to Candidate  
  
(\_\_\_\_)\_\_\_\_\_  
Current Phone Current Position

**ADDITIONAL INFORMATION**

List any additional information which will help in determining your professional qualifications.

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**GENERAL INFORMATION/SECURITY**

1. Have you ever been discharged or have you ever been requested to resign from a position?

\_\_\_\_\_ Yes    \_\_\_\_\_ No    If yes, explain below:

2. If hired, can you furnish proof that you are at least 18 years of age, or if under 19, that you have a permit to work?

\_\_\_\_\_ Yes    \_\_\_\_\_ No

3. If hired, can you furnish proof that you are eligible to work in the United States?

\_\_\_\_\_ Yes    \_\_\_\_\_ No

4. In which states (include counties) have you lived the past seven years?

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5. Have you ever used any name (alias, maiden name, married name, etc.) or Social Security number other than noted on page one?

\_\_\_\_\_ Yes    \_\_\_\_\_ No    If yes, please list:

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6. Have you ever been charged with a felony and plea bargained to a lesser charge?

\_\_\_\_\_ Yes    \_\_\_\_\_ No    If yes, explain below:

7. Have you ever been convicted of a felony or have been released from prison in the past seven years?

\_\_\_\_\_ Yes    \_\_\_\_\_ No    If yes, explain below:

8. Have you ever been convicted of, pled nolo contendere (no contest) to, or received a deferred sentence for a crime involving unlawful sexual behavior or unlawful behavior involving children or have you ever been convicted of any crimes of moral misconduct or offenses involving children?

\_\_\_\_\_ Yes    \_\_\_\_\_ No    If yes, explain below:

9. Are you charged with an unresolved criminal act (are you charged with a crime that has not yet resulted in a plea of guilty, court trial, or dropping of the charge)?

\_\_\_\_\_ Yes    \_\_\_\_\_ No    If yes, explain below:

10. Have you ever been dismissed or have you ever resigned from a job as a result of an allegation, which was supported by evidence of unlawful behavior involving a child, including unlawful sexual behavior?

\_\_\_\_\_ Yes    \_\_\_\_\_ No    If yes, explain below:

11. If you are offered employment, are you willing to undergo a physical examination by a physician to establish that you are physically able to perform the task of the job(s) for which you have applied?

\_\_\_\_\_ Yes    \_\_\_\_\_ No

If you answered “yes” to any of the above questions, please explain below.

*Note: A “yes” answer will not automatically disqualify you from employment.*

Incident Date: \_\_\_\_\_ City/State \_\_\_\_\_

Charge/Disposition \_\_\_\_\_



**IMPORTANT** Please read carefully and initial each paragraph.

By my signature and initials placed below, I certify that the information provided in this employment application (and accompanying resume, if any) is true and complete, and I understand that any false information or significant omissions may disqualify me from further consideration for employment and may be justification for my dismissal from employment, if discovered at a later date. I agree to immediately notify Union Colony Schools; if I should be convicted of a felony or any crime involving dishonesty or a breach of trust or any crime involving unlawful sexual behavior involving children while my job application is pending and, if hired, during my period of employment.

\_\_\_\_\_ Initials

I authorize Union Colony Schools to investigate all of the statements contained in this application (and accompanying resume, if any). I also authorize Union Colony Schools to contact my present employer (unless otherwise noted in this application form), past employers, and listed references. I understand that Union Colony Schools may request and investigate a consumer report from a consumer-reporting agency. I also understand that under Federal Fair Credit Reporting Act I have the right to make written request to Union Colony Schools, within a reasonable time, for the disclosure of the name and address of the consumer-reporting agency so that I may obtain a complete disclosure of the nature and scope of the investigation.

\_\_\_\_\_ Initials

I authorize Union Colony Schools to conduct an investigation of me pursuant to the School Code to determine whether I have been convicted of any criminal or drug offenses as set forth in statute, and, upon request, agree to execute an investigation authorization form as a condition of my employment. The School Code also stipulates that the school perform a check on the Statewide Sex Offender Database. I may not be employed unless such investigations have been initiated.

\_\_\_\_\_ Initials

I authorize any person, school, current employer (except as previously noted), past employer(s), and organizations named in this application form (and accompanying resume, if any) to provide relevant information and opinions that may be useful in making a hiring decision, and I release such persons and organizations from any legal liability in making such statements.

\_\_\_\_\_ Initials

I also understand the use of illegal drugs is prohibited during employment. If school policy requires, I am willing to submit to drug testing to detect the use of illegal drugs prior to being offered a position and/or during employment.

\_\_\_\_\_ Initials

I understand that if I am selected for employment, I am required to be fingerprinted by a qualified law enforcement agency.

\_\_\_\_\_ Initials

I understand that this application does not, by itself, created a contract of employment. I understand and agree, if hired, my employment is for an indefinite period of time, and may, regardless of the date of payment of my wages or salary, be terminated at any time.

\_\_\_\_\_ Initials

Date: \_\_\_\_\_ Signed: \_\_\_\_\_

**EQUAL OPPORTUNITY EMPLOYER**

Union Colony Schools is an equal opportunity employer dedicated to a policy of nondiscrimination in employment upon any basis, including race, color, creed, religion, age, sex, national origin, ancestry, sexual orientation, marital status, or the presence of any physical or mental medical condition or disability.

**BACKGROUND CHECK**

Background Information Services, Inc.  
1800 30th Street, Suite 204 Boulder, CO 80301  
303-442-3960  
303-442-1004  
800-433-6010

Notification Form

The purpose of this form is to notify you that a consumer report will be run on you in the course of consideration for employment with UNION COLONY SCHOOLS.

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

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

Middle: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Age: \_\_\_\_\_

Driver's License Number: \_\_\_\_\_

State of Issue: \_\_\_\_\_

Present Address: \_\_\_\_\_

In connection with this request, I authorize all corporations, former employee, credit agencies, educational institutions, law enforcement agencies, city, state, county, and federal courts, military services, and persons to release information they may have about me to the person or company with which this form has been filed or its agent, Background Information Services, Inc. This releases the aforesaid parties from any liability and responsibility for collecting the above information.

I authorize the procurement of my Colorado worker's compensation files or any other state's worker's compensation files. I also authorize a consumer credit report to be run. I understand that these files may contain negative information about my background, mode of living, character, and personal reputation. This authorization, in original or copy form, shall be valid for this and any future reports or updates that may be requested.

\_\_\_\_\_  
Applicant's Signature (by typing your name here, you are giving permission to run the background check)

\_\_\_\_\_  
Date