



HIRING PROCESS AND INFORMATION

STEP 1: Resume Submission

To be considered as an applicant for an open position at Addenbrooke Classical Academy, please submit the following:

- 1. Resume**
- 2. Cover letter** - Please specify which position you are applying for and why you would be a good candidate for Addenbrooke Classical Academy.

Please submit the preceding together via:

Email: jspencer@addenbrooke.org, for Elementary Positions
 cwright@addenbrooke.org, for Secondary Positions

Mail: Addenbrooke Classical Academy Attn: Julie Spencer, 3940 South Teller Street, Lakewood, CO 80235

STEP 2: Face-to-face Interview

Selected candidates will be scheduled for an interview at the school by the Principal.

Please bring the following to your interview:

- 1. Completed Addenbrooke Classical Academy Application for Employment** (found on the ACA website). Please *handwrite*.
- 2. College transcripts** (if a degree is required in the job description).
- 3. Three current letters of professional reference or a university placement file.**
- 4. Copy of Colorado Teaching License** (if applicable).

STEP 3: Employment Offer

An offer of employment will be made to the successful candidate pending receipt of background check, verification of prior experience and official transcripts.

STEP 4: New Employee Orientation

New hires will be provided with a packet of information related to employment. A two-day New Teacher Orientation will be provided in mid August, 2016. New employees are required to have Department of Justice fingerprints on file with ACA prior to the start of employment.

Salary and Benefits

Addenbrooke Classical Academy offers competitive benefits, such as health, dental, vision, and PERA (Public Education Retirement Association). The salary schedule for the school is based on experience and education.

Equal Opportunity Employer

Addenbrooke Classical Academy affirms that it shall not discriminate against any employee on the basis of race, creed, color, gender, nationality, origin, religion, ancestry, age, sexual orientation or disability in its recruitment, selection, training, utilization, termination or other employment-related activities.