



An Equal Opportunity Employer

Las Animas School District Re-1
1021 2nd Street, Las Animas, CO 81054
719-456-0161 (p) 719-456-1117 (f)

APPLICATION FOR EMPLOYMENT LICENSURE PERSONNEL

Licensure Information:

Las Animas School District Re-1 is seeking high quality candidates who meet Colorado Department of Education standards for licensure. Standards include passing all PLACE tests. For specifics on Colorado licensure requirements please contact:

Colorado Department of Education
Teacher Certification Unit
201 East Colfax Avenue
Denver, CO 80203
(303) 866-6628

For Application File to Be Completed:

You must submit the following items with this application to complete your file and be eligible for interview:

1. A set of placement credentials with references.
If placement credentials have not been established submit:
 - a. Four letters of reference, one from the most recent employer.
 - b. A complete set of transcripts.
2. Completed application form

To Be Considered For Employment You Must:

1. Furnish College Transcripts
2. Be able to secure a written release if under contract.
3. Possess or be able to possess a Colorado Teacher's License with proper endorsements.

Return Application and Related Material To:

Superintendent
Las Animas School District Re-1
1021 2nd Street
Las Animas, CO 81054
(719) 456-0161



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What Happens To My Application?

1. **When is my application complete?**
A completed application will include a finished, signed application form, placement office papers and transcripts.
2. **What happens to my application when it is complete?**
The application and supporting documents are placed in the active file alphabetically by subject and/or grade level. These files are open to all administrators and supervisors in the District.
3. **Will I be notified as to the completeness of my application?**
Las Animas Re-1 is a small district, and we do not have the staff to perform this service. We welcome inquiries concerning your file. You may either call (719) 456-0161 or write.
4. **What is the process when there is a vacancy in my field?**
Vacancies are advertised. The principal and/or other appropriate persons screen applicants who are prepared in the vacancy area and select those to be interviewed. District personnel will contact those persons who have been selected to arrange interview dates and times.
5. **Are all applicants interviewed?**
No. Because of the great number of applicants, most of who are out of town, and because of varying levels of applicant preparation, only those under serious consideration are interviewed. Interviews are conducted by one or more of the following: Principals, Superintendent and occasionally staff members.
6. **If I am selected for an interview, who pays the travel expenses?**
Interviews conducted in Las Animas are at the applicant's expense.
7. **Will I be notified if I am interviewed but not selected for a position?**
Those applicants who are interviewed but not selected will be notified by phone or writing when the position is filled.
8. **Must I renew my application?**
Yes, all complete applications are held until December 31st, and then declared inactive unless the applicant notifies the Personnel Office that they wish to remain active. It is best to do this in writing. The anniversary date of clearing files is January of each year. This means that the applicant must notify this office no later than December 31st, if they wish their file to remain active.
9. **May I just say, "See Resume", on my application?**
We welcome your resume, but our application form brings necessary information together in one location. A completed application serves this function. Current addresses and phone numbers and complete information such as exact hours in major and minor fields enhances candidacy.
10. **Will my transcripts be returned to me if my folder is declared inactive?**
Applicants must notify the Personnel Office in writing if they wish to have transcripts returned and provide a current address.



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District Use Only

Application Received ___/___/___
Credentials: _____
Certificate: _____

Resume: _____
Transcripts: _____
References: _____

Name _____ Social Security No. _____
Last First Middle

Application Date ___/___/___ Application for full time _____ part time _____

Present Address _____
Street City State Zip

Permanent Address _____
Street City State Zip

Telephone No. (____) _____

I hereby apply and am qualified for the following position(s). Your application will be filed according to your first choice.

Level	Senior High Subjects	Middle School Subjects	Elementary Grade(s)	Other Identify Area(s)
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First Choice _____

Second Choice _____

Do you hold a valid Colorado Teaching Certificate/License? Yes _____ No _____ Have Applied _____

If "yes" indicate endorsements _____ Expiration Date ___/___/___
(Please attach a copy)

Do you hold a valid Vocational Credential? Yes _____ No _____ Have Applied _____

If "yes" indicate endorsements _____ Expiration Date ___/___/___
(Please attach a copy)

Education

Name of School, Location and Date(s) Attended	Date		Degree	Major	Sem. Hrs.	Minor	Sem. Hrs.
	From	To					
High School							
Undergraduate							
Graduate							
Special Work							

Graduate Credit earned since receiving most recent degree: College / Date / Amount of graduate credit



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Contractual Teaching Experience

School	No. of Teachers in System	Assignment	Date		Name of Principal/Supervisor Telephone Number
			From	To	

Total number of years teaching in Colorado _____ Outside Colorado _____

Work Experience Other Than Teaching

Date		Job Title	Duties and Assignments
From	To		

Activities Preparation

What activities are you qualified by preparation to instruct:

Use an H to designate head instructor; Use an A to designate assistant instructor.

- | | | | |
|---------------------------------------|--|-------------------------------------|---|
| <input type="checkbox"/> Vocal Music | <input type="checkbox"/> Yearbook | <input type="checkbox"/> Basketball | <input type="checkbox"/> Instrumental Music |
| <input type="checkbox"/> Cheerleading | <input type="checkbox"/> Wrestling | <input type="checkbox"/> Speech | <input type="checkbox"/> Football |
| <input type="checkbox"/> Baseball | <input type="checkbox"/> Drama | <input type="checkbox"/> Softball | <input type="checkbox"/> Track |
| <input type="checkbox"/> Journalism | <input type="checkbox"/> Volleyball | <input type="checkbox"/> Soccer | <input type="checkbox"/> Student Council |
| <input type="checkbox"/> Forensics | <input type="checkbox"/> Others, Specify _____ | | |

Student Teaching:

Date _____ Location _____ Duties _____

Supervisor _____ Phone Number _____

References:

List below administrator(s) or supervisor(s) who know about your ability as a teacher and about your general qualifications. Qualifications of applicants under consideration may be investigated by correspondence and/or telephone. Do not include relatives or persons who have furnished references for your placement office credentials.

- | Name | Position | Address | Phone Number |
|----------|----------|---------|--------------|
| 1. _____ | _____ | _____ | _____ |
| 2. _____ | _____ | _____ | _____ |
| 3. _____ | _____ | _____ | _____ |



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General Information

1. Are you able to perform the essential functions of this/these position(s) with reasonable accommodation?
Yes _____ No _____
2. Are you under contract? Yes _____ No _____ Contract Expiration Date ___/___/___
3. Have you ever been dismissed or asked to resign from employment? Yes _____ No _____
If yes, please explain:

4. Have you ever been convicted of a felony? Yes _____ No _____
If yes, please explain by confidential letter.
5. Why do you wish to leave your present position?

6. Why do you wish to teach in the district?

7. Do you plan to continue graduate work? Yes _____ No _____
If so, in what field? _____
8. If elementary applicant, please indicate if you have preparation in:
Handwriting _____ Reading _____ Art _____ Physical Education _____ Music _____
9. Have you requested your credentials to be sent to the District Office? Yes _____ No _____



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5. A student is doing poorly in your class. You talk to him/her, and she tells you that she considers you to be the poorest teacher she has ever met. How would you respond?

6. Describe strategies you have used or would use relating to parents in the following:
 - a. Visits to the classroom

 - b. Written and oral communications with parents

 - c. Disruptive or critical parents

7. Discuss your feelings related to the importance of success in learning.

Agreement

I hereby certify that the above information is true, accurate, and complete to the best of my knowledge. Any misrepresentation or omission of facts shall be sufficient cause for disqualification of this application or termination of employment. Furthermore, I understand that this application and records become the property of the District and the District reserves the right to accept or reject the application.

If I am employed by the District, I agree to observe all rules, regulations, and policies of the District now in force and in effect or as they may change during my employment.

In addition, I hereby authorize Las Animas School District Re-1 to conduct work history, personal reference, and or police record inquiries to determine my acceptability for employment or continued employment.

____/____/____
Date

Signature