



APPLICATION FOR EMPLOYMENT Instructional Staff

General Information - Please Read Carefully

To be considered for employment with Cesar Chavez School Network, the following items must be completed in your application file:

1. Completed, signed and dated employment application. Complete each page of the application. Print clearly. Illegible and/or incomplete applications will not be processed. Do not leave a question unanswered – indicate “Not applicable”. Do not state “See Resume”, complete all questions. Provide only the requested information. Failure to do so may result in disqualification of your application.
2. Current resume.
3. Legible copy of transcript(s). Unofficial transcripts are acceptable.
4. Three references – not relatives. Reference information must include full name, telephone numbers and complete addresses to whom reference requests are made in the space provided on the application form.

If you require assistance filling out the employment application form, please notify the Business Office and every effort will be made to accommodate your needs in a reasonable amount of time.

This application form is intended for use in evaluating your qualifications for employment. This is not an employment contract. Please answer all appropriate questions completely and accurately. False or misleading statements on this form or during the interview process are grounds for terminating the application process, or if discovered after employment, termination of the employment relationship. All qualified applicants will receive consideration without discrimination based on sex, marital status, race, color, age, creed, national origin, sex or any other status protected by law or regulation. Additional testing of job-related skills and for the presence of drugs in your body may be required prior to employment.



APPLICATION FOR EMPLOYMENT
Instructional Staff

Name _____
Last First Middle

Current Address _____
Street Address City State Zip

Social Security Number _____ **E-mail Address** _____

Telephone (____) _____ - _____ **Cellular Phone/Other Phone** (____) _____ - _____

POSITION (S) APPLIED FOR: Teacher _____ Tutor _____
 Counselor _____ Special Education _____ Other _____

TEACHER AREA PREFERENCE (List the grade for Elementary or subject preference for Secondary)

Elementary	1. _____	2. _____	3. _____
Middle School	1. _____	2. _____	3. _____
High School	1. _____	2. _____	3. _____
Special Education	Endorsement: _____		

LOCATIONS REQUESTED:

- Cesar Chavez Academy, Pueblo - K – 8 Dolores Huerta Preparatory High, Pueblo – 9 - 12

REFERRAL SOURCE (Please indicate the appropriate category and identify the source of referral)

- Advertisement _____ Job Fair _____
 Employee _____ CCSN Web Site Other _____

CERTIFICATION AND RELEASE

I certify that all of the information provided on this application and materials submitted to Cesar Chavez School Network is complete and true to the best of my knowledge and belief. I understand that false, misleading, incomplete or omitted information on this application, resume or other materials may result in rejection of my application or termination of employment should I become employed with Cesar Chavez School Network.

If my application is considered for employment, I authorize Cesar Chavez School Network and its agents to verify all information and statements provided on this application, resume and other materials and to conduct a background investigation I authorize release of information in connection with my application for employment. This investigation may include such information as criminal or civil convictions, driving records, previous employers and educational institutions, personal references, professional references and other appropriate sources. I waive my right of access to any such information, and without limitation hereby release Cesar Chavez School Network and the reference sources from any liability in connection with its release or use.

Applicant Signature

Date

GENERAL INFORMATION

- Have you ever been employed by Cesar Chavez School Network before? Yes No
 If yes, list dates employed: from ____/____/____ to ____/____/____
 List any other name you may have been employed under: _____

- If you are under eighteen (18) years of age, can you provide required proof of your eligibility to work?
 Yes No

- Date Available for Work ____/____/____ ▪ Can you travel if the job requires it? Yes No

- What category would you prefer? Full Time Part-Time Temporary (availability)_____

- Are you willing to supervise and/or direct extra-curricular activities before, after or during the school day?
 Yes No What type? _____

- Have you ever been discharged or forced to resign from any position for misconduct or unsatisfactory work performance? Yes No If yes, please explain _____

- Have you been convicted of a crime in the past seven years? If so, please describe in the boxes below. Applicant is not obligated to disclose any reference to a pre or post trial diversion program, any conviction which has been sealed, expunged or erased by the court, or if in California, any marijuana related misdemeanor conviction entered more than two years prior to the date of this employment application. (Conviction will not necessarily bar an employee from consideration. In accordance with applicable state and federal laws, factors such as age at time of the offense, remoteness of the offense, time since the last conviction, nature of the job sought and rehabilitation efforts will be reviewed.) Yes No

Incident	City/State	Charge

REFERENCES

Please list three (3) references who are knowledgeable about your performance who are willing to give an evaluation of your qualifications for the position you are applying for.

Name	Position / Relationship	Mailing Address	Daytime Phone Number

STUDENT TEACHING EXPERIENCE

School District and City	State	Grade Level and Subject	Dates	Cooperating Teacher(s)	Daytime Phone Number

TEACHING EXPERIENCE Please list in chronological order.

School Name	City	State	Grade and/or subjects taught	Dates (Mo. and Yr) From and To	Full Time or Part Time	Daytime Phone Number

WORK EXPERIENCE OTHER THAN TEACHING Please list in chronological order.

Employer	City	State	Type of Work	Dates of Employment	Daytime Phone Number

CERTIFICATION /LICENSURE

If you have a Colorado Certificate or License, please submit a photocopy. Copy attached? Yes No

Expiration Date: _____ Endorsements: _____

Have you ever been denied a Colorado Certificate or License or denied a license in another state? Yes No

If yes, please explain: _____

Have you ever held a Colorado Certificate or License of a Certificate or License in another state which was suspended or revoked for any reason? Yes No If Yes, please explain: _____

LANGUAGE SKILLS

List Language(s): _____

- Limited Reading / Writing Skills
- Proficient Reading / Writing Skills
- Limited Oral Skills
- Proficient Oral Skills
- Native/Near Native Oral Skills

LANGUAGE SKILLS, continued

Cesar Chavez School Network is a culturally diverse organization with multiple languages represented. Please describe life experiences you have had that you feel will help you to be successful in this position. Please use a separate sheet of paper for your response and attach it to this application.

EDUCATION List chronologically

Level of Education	Name and address of school	Years Completed	Diploma / Degree
High School			
College			
Graduate/Professional			
Other (specify)			

Indicate the number of semester hours taken in each of the following areas.

Area	Undergraduate Hours	Graduate Hours	Area	Undergraduate Hours	Graduate Hours
Art			Reading		
Business			Science – Biology		
Education			Science – Chemistry		
English			Science – Physics		
Literature & Grammar			Science – Other		
Foreign Language			Social Science – Economics		
Home Economics			Social Science – History		
Industrial Arts			Social Science - Psychology		
Mathematics			Social Science – Sociology		
Music – Vocal			Social Science – Other		
Music – Winds			Special Education		
Music – Strings			Other _____		
Physical Education			Pre-School		