



APPLICATION FOR EMPLOYMENT
Non-Instructional Application

General Information - Please Read Carefully

To be considered for employment with Cesar Chavez Academy/Dolores Huerta Preparatory High, the following items must be included 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. 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 Human Resources 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 Non- Instructional Staff

Please Print or Type			Date of Application:	
First Name	Middle Initial	Last Name	Other Names Used	Social Security Number
Current Mailing Address	City and State	Zip Code	Area Code	Residential Phone
			Area Code	Alternate Phone
Email address	Referral Source		Location(s) Requested	
	<input type="checkbox"/> Website <input type="checkbox"/> Career Fair <input type="checkbox"/> Newspaper <input type="checkbox"/> Employee <input type="checkbox"/> Other		<input type="checkbox"/> Cesar Chavez Academy – Pueblo (K – 8) <input type="checkbox"/> Dolores Huerta Preparatory High	
Position (s) Applied For:	<input type="checkbox"/> Administrative Assistant <input type="checkbox"/> Transportation <input type="checkbox"/> Custodial <input type="checkbox"/> Other		<input type="checkbox"/> Head Coach Sport: _____ <input type="checkbox"/> Assistant Coach Sport: _____	

GENERAL INFORMATION

<ul style="list-style-type: none"> ▪ Have you ever been employed by Cesar Chavez Academy or Dolores Huerta Preparatory High before? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, identify which school: _____ list dates employed: from ___/___/___ to ___/___/___ List any other name you may have been employed under: _____ ▪ Do you have any relatives currently employed by Cesar Chavez Academy or Dolores Huerta Preparatory High? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please identify the family member(s): _____ ▪ Date Available for Work _____ / _____ / _____ ▪ Can you travel if the job requires it? <input type="checkbox"/> Yes <input type="checkbox"/> No ▪ What category would you prefer? <input type="checkbox"/> Full Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary (availability) _____ ▪ Have you ever been discharged or forced to resign from any position for misconduct or unsatisfactory work performance? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain _____
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Administrative Support and Receptionist Applicants Only

<ul style="list-style-type: none"> ▪ Do you have Accounting Training or Experience? <input type="checkbox"/> Yes <input type="checkbox"/> No ▪ With which office machine are you skilled? <input type="checkbox"/> 10-key adding machine <input type="checkbox"/> PC <input type="checkbox"/> Other _____ <input type="checkbox"/> Software _____

Custodial Applicants Only

<ul style="list-style-type: none"> ▪ Shifts available to work : <input type="checkbox"/> Days <input type="checkbox"/> Nights <input type="checkbox"/> Weekends <input type="checkbox"/> Any ▪ Indicate previous custodial training: _____
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Bus Driver Applicants Only

- Do you have a current Colorado CDL with P2S endorsements? Yes No If yes, please provide a copy.
- Has your driver's license ever been suspended or revoked? Yes No
If Yes, please explain as to each incident (include reason, date, state) _____
- Have you ever had an accident resulting in death or serious injury? Yes No
If Yes, please explain in full detail on a separate sheet of paper.
- Have you ever been convicted of any moving traffic violations or is such a charge now pending? Yes No If Yes, please explain

**Coaching Applicants Only
Previous Coaching Experience**

School Name	Telephone	Month	Year	Month	Year
		Dates Employed _____ / _____ / _____			
Sport(s) Coached		Head Coach or Asst. Coach?			
School Name	Telephone	Month	Year	Month	Year
		Dates Employed _____ / _____ / _____			
Sport(s) Coached		Head Coach or Asst. Coach?			
School Name	Telephone	Month	Year	Month	Year
		Dates Employed _____ / _____ / _____			
Sport(s) Coached		Head Coach or Asst. Coach?			

- Have you ever been convicted of a felony or crime? 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 form 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

WORK EXPERIENCE Do not indicate "Refer to Resume" or "See Attached". Please list all non-teaching experience. Start with your present or most recent position.

Employer	Service dates (Month, Day, Year) From ___/___/___ To ___/___/___		
Street Address	City	State	Zip Beginning Salary / Ending Salary <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time \$ _____ / \$ _____
Supervisor Name	Phone Number () -		Number of Years of Service
Job Duties	Reason for Leaving		
Employer	Service dates (Month, Day, Year) From ___/___/___ To ___/___/___		
Street Address	City	State	Zip Beginning Salary / Ending Salary <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time \$ _____ / \$ _____
Supervisor Name	Phone Number () -		Number of Years of Service
Job Duties	Reason for Leaving		
Employer	Service dates (Month, Day, Year) From ___/___/___ To ___/___/___		
Street Address	City	State	Zip Beginning Salary / Ending Salary <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time \$ _____ / \$ _____
Supervisor Name	Phone Number () -		Number of Years of Service

LANGUAGE SKILLS

List Language(s): _____

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

EDUCATION Do not indicate "Refer to Resume" or "See Attached". Please list in order, of attendance, all educational institutions attended, including high school. The information should be complete and official college transcripts should be submitted to the HR Department.

Name of Institution	Location	Degree Type	Major	Minor
High School				
College or University				

CERTIFICATION AND RELEASE

I certify that all of the information provided on this application and materials submitted to Cesar Chavez Academy or Dolores Huerta Preparatory High 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 Academy or Dolores Huerta Preparatory High.

If my application is considered for employment, I authorize Cesar Chavez Academy or Dolores Huerta Preparatory High 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 Academy or Dolores Huerta Preparatory High and the reference sources from any liability in connection with its release or use.

Applicant Signature

Date