



**Application for Rivendell School**

**NAME (LAST, FIRST)** \_\_\_\_\_

**PRESENT ADDRESS** \_\_\_\_\_  
STREET (AREA CODE) TELEPHONE  
\_\_\_\_CELL \_\_\_\_HOME  
\_\_\_\_\_  
CITY STATE ZIP CODE

**E-MAIL ADDRESS** \_\_\_\_\_

**PLEASE VERIFY THE NAME OF THE POSITION FOR WHICH YOU ARE APPLYING:** \_\_\_\_\_

<b>CERTIFICATION</b>			
(LIST ALL AREAS IN WHICH YOU HOLD VALID COLORADO AND/OR OUT-OF-STATE TEACHING CERTIFICATES.)			
<b>AREA OF CERTIFICATION</b>	<b>ISSUING STATE</b>	<b>DATE ISSUED</b>	<b>CERT. #</b>

\*PLEASE INCLUDE COPIES OF ALL LISTED CERTIFICATIONS

**DATE AVAILABLE FOR EMPLOYMENT MONTH/DAY/YEAR:** \_\_\_\_\_

*\*Preferred start date:*

**EDUCATIONAL BACKGROUND**

	<u>School or Institution and Location</u>	<u>Major/Minor</u>	<b>DIPLOMAS, DEGREES OR CREDITS EARNED</b>	<b>(GPA)</b>
HIGH SCHOOL				
COLLEGE/UNIVERSITY				
COLLEGE/UNIVERSITY				
GRADUATE STUDY				
GRADUATE STUDY				

\*PLEASE BE PREPARED TO PROVIDE COPIES OF TRANSCRIPTS IF REQUESTED

**EXPERIENCE**

(PRESENT OR MOST RECENT FIRST)

Dates		Name of Employer and Address		Your Title
From				
To				
		(Area Code) Telephone:		
Work Performed:			Reason for Leaving:	
Name & Title of Supervisor:			Final Yearly Salary:	

Dates		Name of Employer and Address		Your Title
From				
To				
		(Area Code) Telephone:		
Work Performed:			Reason for Leaving:	
Name & Title of Supervisor:				Final Yearly Salary:

Dates		Name of Employer and Address		Your Title
From				
To				
		(Area Code) Telephone:		
Work Performed:			Reason for Leaving:	

## STUDENT OR PRACTICE TEACHING

IF YOU HAVE NOT BEEN PREVIOUSLY EMPLOYED IN A TEACHING POSITION, PLEASE COMPLETE THE FOLLOWING:

GRADE OR SUBJECT TAUGHT	NAME AND ADDRESS OF SCHOOL	1. COLLEGE SUPERVISOR 2. COOPERATING TEACHER

### Student Teaching References:

Please attach photocopies of letters of reference and/or evaluations from college/university student teacher supervisor and cooperating teacher(s).

## REFERENCES

References should include principals, superintendents, colleagues, or professors who have first-hand knowledge of your professional competence and your personal qualifications. Experienced teachers should include the principal and/or direct supervisor of the two most recent schools in which employed. If any person(s) listed should **not** be contacted for reference at the present time, indicate in the left-hand margin the date contact(s) may be made.

NAME	POSITION	E-MAIL ADDRESS	TELEPHONE

## OTHER QUALIFICATIONS

Summarize special job-related skills and qualifications acquired from employment or other experiences (including U.S. military service) and/or state any additional information you feel may be helpful in considering your application, i.e. honors, awards, activities, technology skills or professional development activities:

## GENERAL BACKGROUND INFORMATION

**You must give complete answers to all questions.** If you answer "Yes" to any question, you must list all offenses, and for each conviction provide date of conviction and disposition, regardless of the date or location of occurrence. Conviction of a criminal offense is not a bar to employment in all cases. Each case is considered on its merits. Your answers will be verified with appropriate police records.

Criminal Offense includes felonies, misdemeanors, summary offenses and convictions resulting from a plea of "nolo contendere" (no contest).

Conviction is an adjudication of guilt and includes determinations before a court, a district justice or a magistrate, which results in a fine, sentence or probation.

You may omit: minor traffic violations, offenses committed before your 18th birthday which were adjudicated in juvenile court or under a Youth Offender Law, and any convictions which have been expunged by a court or for which you successfully completed an Accelerated Rehabilitative Disposition program.

Were you ever convicted of a criminal offense?  Yes  No

Are you currently under charges for a criminal offense?  Yes  No

Have you ever forfeited bond or collateral in connection with a criminal offense?  Yes  No

Within the last ten years, have you been fired from any job for any reason?  Yes  No

Within the last ten years, have you quit a job after being notified that you would be fired?  Yes  No

Have you ever been professionally disciplined in any state?  Yes  No  
Professional disciplined means the annulment, revocation or suspension of your teaching certification or having received a letter of reprimand from an agency, board or commission of state government.

Are you subject to any visa or immigration status, which would prevent lawful employment?  Yes  No

**Note: If you answered "Yes" to any of the above questions, please provide a detailed explanation on a separate sheet of paper, including dates, and attach it to this application. Please print and sign your name on the sheet.**

## EMPLOYMENT QUESTIONS

Please attach another page answering the following questions. Please limit your response to a maximum of one page.

1. Why are you interested in working at Rivendell School?
2. What is your educational philosophy regarding the education of primary students?

## CERTIFICATION AND RELEASE AUTHORIZATION

I certify that all of the statements made by me are true, complete and correct to the best of my knowledge and belief, and are made in good faith. I further certify that I am the sole author of the essay. I understand that any misrepresentation of information shall be sufficient cause for: (1) rejecting my candidacy, (2) withdrawing of any offer of employment, or (3) terminating my employment.

I hereby authorize any and all of my previous employers and/or supervisors to release any and all of my personnel records, and to respond fully and completely to all questions that officials of Rivendell School of Northern Colorado may ask regarding my prior work history and performance. I will hold such previous employers and/or supervisors harmless of any and all claims that I might otherwise have against them with regard to statements made to this school district. I further authorize these officials to investigate my background, now or in the future, to verify the information provided and release from liability all persons and/or entities supplying information regarding my background. However, I do not authorize the production of medical records or other information, which would tend to actually identify a disability nor do I authorize inquiries which would include information related to any medical condition or medical history. Further, I do not waive any rights which I may have under state or federal law related to my right to challenge the disclosure of unlawful or inaccurate information, whether by the school district or by entities or persons providing such information to the school district, including any and all claims concerning allegations of employment discrimination because of race, color, sex, religion, national origin, ancestry, age or disability.

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**Date**

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**Signature of Candidate (in ink)**  
**[Must be original]**

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**Please print name**

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**Signed**

*Rivendell School does not discriminate on the basis of race, color, religion, gender, national origin, disability, genetic information, sexual orientation or any other basis protected by federal, state or local laws in any educational program or activity sponsored by the school.*