

# Application for Classified Position

## San Luis Valley BOCES



Date of Application: \_\_\_\_\_

**Applicants understand that by completing this application form, they may be considered for position openings by any of the 14 school district members of the San Luis Valley BOCES or by the BOCES itself. The enclosed/attached information may be shared with the member school districts at their request.**

### Applicant Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First M.I.*

Physical Address: \_\_\_\_\_  
*Address Apartment/Unit #*  
\_\_\_\_\_  
*City State ZIP Code*

Mailing Address: \_\_\_\_\_  
*Address Apartment/Unit #*  
\_\_\_\_\_  
*City State ZIP Code*

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Date Available: \_\_\_\_\_ Email address: \_\_\_\_\_

Position Applied for: \_\_\_\_\_

Have you ever worked for this agency? YES  NO  If yes, when? \_\_\_\_\_

Return completed application including three current letters of reference, resume and letter of interest to:

San Luis Valley BOCES  
2261 Enterprise Drive  
Alamosa, CO 81101  
(719) 589-5851 Fax: (719) 589-5007

#### EQUAL OPPORTUNITY EMPLOYER

MEMBER SCHOOL DISTRICTS: Alamosa RE-11J – Sangre de Cristo RE-22J – North Conejos RE-1J – South Conejos RE-10 – Sanford 6J – Centennial R-1 – Sierra Grande R-30 – Creede No. 1 – Upper Rio Grande C-7 - Monte Vista C-8 – Sargent RE-33J – Center 26 JT – Mountain Valley RE-1 – Moffat No. 2 – Adams State College – Trinidad State Junior College, Valley Campus

**The SLV BOCES holds completed applications for one year**

## Education

Check highest level of education:

GED                      High School Diploma                      Associate                      Bachelor's                      Master's

\_\_\_\_\_

College/University	State	Major	Minor	Degree	Conferred

Additional training or preparation you have had (workshops, in-service, etc.) that improved your qualifications for this specific position:

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Computer Experience: \_\_\_\_\_

Specific Software Programs:

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Office Machine Experience:

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**Previous Employment**

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_

Brief Description of Duties and Responsibilities: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_

Brief Description of Duties and Responsibilities: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_

Brief Description of Duties and Responsibilities: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Supervisor: \_\_\_\_\_

**References (please list three professional references)**

Full Name: \_\_\_\_\_ Position: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

Full Name: \_\_\_\_\_ Position: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

Full Name: \_\_\_\_\_ Position: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

If considered for a position, SLV BOCES retains the right to contact all references.

Do you hold a current valid driver's license? If no, please explain.

Are you fluent in any other language(s) besides English? If yes, please explain.

**ACKNOWLEDGMENTS, CONSENTS, AND REPRESENTATIONS TO OBTAIN INFORMATION**

1. The applicant acknowledges that if employed, he/she will be an at-will employee. That is the employer may end the employment relationship with or without cause and with or without notice.
2. The applicant consents for the employer to conduct reference checks and release of liability allowing the employer to contact former employers and references.
3. The applicant affirms that all information provided is correct and complete and acknowledges that providing false or incomplete information may result in immediate termination, criminal prosecution, and/or loss of a teaching or other license.
4. The applicant acknowledges that if employed, he or she will be required to submit fingerprinting for background check.

**Disclaimer and Signature**

*I certify that my answers are true and complete to the best of my knowledge.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_