



PROFESSIONAL APPLICATION OF EMPLOYMENT

GENERAL INFORMATION:

Please provide us your current address. This is the address and contact information we will use to correspond with you during the recruiting season.

First Name: _____ Middle Initial _____ Last Name _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Email Address: _____

Home Phone: _____ Mobile Phone: _____

How did you learn of Aspen Academy?

<input type="checkbox"/> Word of Mouth	<input type="checkbox"/> On-line
<input type="checkbox"/> College Career Website or Office	<input type="checkbox"/> Brochure or Flyer
<input type="checkbox"/> Recruitment Fair	<input type="checkbox"/> Other

How important are the following factors in inspiring you to apply to Aspen Academy?

I live in the area. Aspen Academy would be a convenient school to teach at.	<input type="checkbox"/> Most Important <input type="checkbox"/> Very Important <input type="checkbox"/> Somewhat Important	<input type="checkbox"/> Not Important <input type="checkbox"/> Not Applicable
I believe Aspen Academy would allow me to meet my professional goals.	<input type="checkbox"/> Most Important <input type="checkbox"/> Very Important <input type="checkbox"/> Somewhat Important	<input type="checkbox"/> Not Important <input type="checkbox"/> Not Applicable
I am relocating to the Denver, Colorado area and this would be a convenient school to teach at.	<input type="checkbox"/> Most Important <input type="checkbox"/> Very Important <input type="checkbox"/> Somewhat Important	<input type="checkbox"/> Not Important <input type="checkbox"/> Not Applicable
I want to be a part of developing a national model school.	<input type="checkbox"/> Most Important <input type="checkbox"/> Very Important <input type="checkbox"/> Somewhat Important	<input type="checkbox"/> Not Important <input type="checkbox"/> Not Applicable
I want to live in the Denver, Colorado area.	<input type="checkbox"/> Most Important <input type="checkbox"/> Very Important <input type="checkbox"/> Somewhat Important	<input type="checkbox"/> Not Important <input type="checkbox"/> Not Applicable

What type of position(s) are you applying for:

<input type="checkbox"/> Early Childhood Education Teacher or Director	<input type="checkbox"/> Teacher: Music
<input type="checkbox"/> Lead Teacher: Kindergarten – 5 th grade	<input type="checkbox"/> Teacher: Art
<input type="checkbox"/> Co-Teacher: Kindergarten – 5 th grade	<input type="checkbox"/> Teacher: Spanish
<input type="checkbox"/> Teacher: Middle School Language Arts	<input type="checkbox"/> Teacher: Physical Education
<input type="checkbox"/> Teacher: Middle School Mathematics	<input type="checkbox"/> Academic Director

<input type="checkbox"/> Teacher: Middle School Science	<input type="checkbox"/> Admissions Director
<input type="checkbox"/> Teacher: Middle School Social Studies	<input type="checkbox"/> Business Manager

Grade/subject preference ranking:

First Choice	
Second Choice	
Third Choice	

Date available for employment: _____

Have you previously submitted an application to Aspen Academy? Yes No

Are you legally authorized to work in the United States? Yes No

If yes, please indicate your authorization:

<input type="checkbox"/> Citizen or National of United States	<input type="checkbox"/> Permanent Resident	<input type="checkbox"/> F-1 Visa	<input type="checkbox"/> H-1B Visa
<input type="checkbox"/> H-4 Visa	<input type="checkbox"/> J-1 Visa	<input type="checkbox"/> OPT Visa	

EDUCATION AND TRAINING:

	SCHOOL NAME	DEGREE	GPA	MAJOR SUBJECT(S)	MINOR SUBJECT(S)
Undergraduate					
Post-Graduate					

CERTIFICATION/LICENSE STATUS

<input type="checkbox"/> Colorado Certified	<input type="checkbox"/> Certified in another state/country	<input type="checkbox"/> Enrolled in certification program
<input type="checkbox"/> Requirements completed (Certificate not yet issued)	<input type="checkbox"/> Not Certified	Certification Subject Areas:

Certified/Licensed for Grade Levels:

<input type="checkbox"/> Early Childhood	<input type="checkbox"/> Elementary	<input type="checkbox"/> Middle School	<input type="checkbox"/> K-12
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EMPLOYMENT HISTORY:

Employer:	Address:	Manager: Phone: Email:
Employed From/To:	Position Title:	Aspen Academy may contact this manager for employment verification and reference. <input type="checkbox"/> Yes <input type="checkbox"/> No
Responsibilities:	Reason for Leaving:	Last Salary:
Employer:	Address:	Manager: Phone: Email:
Employed From/To:	Position Title:	Aspen Academy may contact this manager for employment verification and reference. <input type="checkbox"/> Yes <input type="checkbox"/> No
Responsibilities:	Reason for Leaving:	Last Salary:

Employer:	Email Address:	Manager: Phone: Email:
Employed From/To:	Position Title:	Aspen Academy may contact this manager for employment verification and reference. <input type="checkbox"/> Yes <input type="checkbox"/> No
Responsibilities:	Reason for Leaving:	Last Salary:

VOLUNTEER/COMMUNITY SERVICE HISTORY:

Organization:	Address:	Responsibilities:
Organization:	Address:	Responsibilities:

REFERENCES:

Name:	Email Address:
Relationship:	Phone:
Name:	Email Address:
Relationship:	Phone:
Name:	Email Address:
Relationship:	Phone:

EXTRA-CURRICULAR ACTIVITIES. I am interested or qualified in advising/coaching/facilitating:

<input type="checkbox"/> Student Government	<input type="checkbox"/> Student Yearbook	<input type="checkbox"/> Student Newspaper
<input type="checkbox"/> Student Magazine	<input type="checkbox"/> National Honor Society	<input type="checkbox"/> Entrepreneur Programs
<input type="checkbox"/> Choir	<input type="checkbox"/> Drama	<input type="checkbox"/> Athletic Coaching Please Indicate sport:
<input type="checkbox"/> Other (Please Indicate)	<input type="checkbox"/> Other (Please Indicate)	<input type="checkbox"/> Other (Please Indicate)

PARENT EDUCATION. I am interested or qualified in leading a parent seminar on the following topic(s):

<input type="checkbox"/> Topic:	<input type="checkbox"/> Topic:	Topic:

SALARY EXPECTATIONS: \$ _____ Comments regarding compensation: _____

NARRATIVE: Please answer the following questions about yourself:

1. What is your teaching philosophy and what are your professional goals?

2. What do you believe a teacher's role to be in modeling exceptional character and leadership qualities among students, colleagues and families?

3. What does it mean to you to be a part of a dynamic learning community of self-motivated, self disciplined professionals who are driven to be their best each day?

4. What do you believe you can uniquely contribute to a community such as Aspen Academy?

CERTIFICATION, UNDERSTANDING AND AUTHORIZATIONS:

The following is the last information we need to process your application. You must answer all the questions and provide your signature. Falsifying an employment application is a punishable offense by law. Answer “Yes” or “No” to the following questions. If a “Yes” answer is provided, explain by giving details in the space below.

Have you ever been convicted or pled guilty/no contest to any offense in Colorado or elsewhere. (i.e., felony, misdemeanor, violations, except minor traffic incidents)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are any criminal charges pending against you in Colorado or elsewhere?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been placed on the registry of sex offenders in Colorado or elsewhere?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever forfeited bail or bond following your appearance as a defendant in a criminal court action?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has a warrant ever been issued requiring you to appear in court?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has a family court ever rendered a finding indicating you have abused or neglected a child?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you currently in arrears (four months or more) in child support payments?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been discharged (fired) or required to resign from any position for reasons other than layoffs due to reduction in workforce?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been denied employment as a result of information obtained in a background check or investigation? If so, please explain the reason for denial.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever left or resigned a job rather than face charges or dismissals?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has an employer ever brought or filed charges against you?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, were you found guilty of those charges?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever had any professional certification or license denied, revoked or suspended?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever received an unsatisfactory rating or unsatisfactory evaluation from a school or other place of employment?	<input type="checkbox"/> Yes <input type="checkbox"/> No

I CERTIFY that all of the information provided in this employment application is true and complete. I understand that any false information or omission may disqualify me from consideration for employment and may result in immediate dismissal if discovered at a later date.

I UNDERSTAND that Aspen Academy may request an investigative consumer report, as well as a criminal record check. I understand that conviction of a crime may disqualify me from consideration for employment, and if hired, may lead to termination.

I UNDERSTAND that if I am offered employment, I will be required to submit proof of my identity and legal right to work in the U.S.

I AUTHORIZE the investigation of any and all statements in this application and also authorize any person, school, employer or organization to release information concerning me, and release them from any liability in making such statements. I hereby waive any rights or claims I have or may have against any person who gives information about me and any damages that may result from the use, disclosure or release of that information. I further release Aspen Academy and any agency utilized by them to use any such information.

I UNDERSTAND that this application does not create a contract of employment nor the guarantee of employment for any period of time.

Any applicant who knowingly or willfully makes a false statement of any material fact or thing in the application is guilty of perjury in the second degree as defined in Section 18-8-503m CRS and upon conviction thereof, shall be punished accordingly.

SIGNATURE: _____

DATE: _____

APPLICATION DEMOGRAPHIC INFORMATION (OPTIONAL)

We are asking all applicants to provide the following information. Please note that this information will be used solely for statistical purposes and will not impact your employment eligibility in any way.

As an employer, Aspen Academy is subject to certain governmental record keeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, the employer invites employees to voluntarily self-identify their race or ethnicity. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information obtained will be kept confidential and may only be used in accordance with the provisions of applicable laws, executive orders, and regulations, including those that require the information to be summarized and reported to the federal government for civil rights enforcement. When reported, data will not identify any specific individual.

<input type="checkbox"/> Hispanic or Latino	<input type="checkbox"/> White (not Hispanic or Latino)	<input type="checkbox"/> Black or African American
<input type="checkbox"/> Native Hawaiian or Other Pacific Islander	<input type="checkbox"/> Asian	<input type="checkbox"/> American or Alaska Native
<input type="checkbox"/> Two or More Races		

Birthdate (Month/Date/Year): _____

At this stage of your career would you categorize yourself professionally?

<input type="checkbox"/> First Professional Position	<input type="checkbox"/> Early Career	<input type="checkbox"/> Mid-Career	<input type="checkbox"/> Career-Changer
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DISCLAIMER

Aspen Academy is an equal opportunity employer and selects the best individual for the job based upon job related qualifications, regardless of race, color, religion, gender, national origin, sexual orientation, age, veteran status, ancestry, marital status or Disability. Aspen Academy will make a reasonable accommodation to known physical or mental limitations of a qualified applicant or employee with a disability, unless the accommodation will impose an undue hardship on the operation of our business.

ADDITIONAL APPLICATION INFORMATION (OPTIONAL)

All applicants are encouraged to send any teaching examples (i.e., videos, unit or lesson plans) or letters of reference along with this application. If you feel that there is additional information that the screening staff should know about your candidacy for a teaching position with Aspen Academy, and it is not captured elsewhere on this application, please provide it here.