

DENVER PUBLIC SCHOOLS

Please Print or Type

APPLICATION FOR ADMINISTRATIVE EMPLOYMENT

Department of Human Resources

900 Grant Street

Denver, CO 80203

Telephone: (303) 764-3270

Date of application _____

Denver Public Schools employees and others who wish to be considered for appointment to administrative or supervisory positions must submit an application to the Department of Human Resources. A separate complete application and resume must be submitted for **each** desired position.

Personal Data

1. Name _____
Last First Middle
2. Other name, if necessary, to verify references or academic records _____
3. Address _____
Street City Zip Code
4. Home Phone No. _____ Work Phone No. _____
5. Social Security No. _____ - _____ - _____ Disclosure of Social Security Number is voluntary. It is requested on this form to facilitate processing and record keeping by the District.
6. Name of person who is in permanent contact with you _____
Address _____ Ph: _____
Street City Zip
7. Are you currently, or have you ever been employed by the Denver Public Schools? _____
If you are, or have been, please note dates of service. From _____ to _____
Under what name? _____ In what capacity? _____
8. For which administrative position are you making application? **Please be specific and note the title and bulletin number, where applicable.**

Position: _____ Bulletin # _____

Note: Completed applicant files will be closed after a one year period, or as soon as the applicant is no longer an available candidate. After one year, applicants must notify the Department of Human Resources in writing to maintain an active file for the specified posted position.

**Please see the insert sheet. Briefly respond to relevant essay questions on the insert sheet.
Applications will not be considered complete until answers to the essay questions are received.**

**Colorado Certificates, Licenses, Vocational Credentials Held
(A copy must accompany this application.)**

| Type of Colorado Certificate(s), License(s) or Vocational Credential | Endorsement(s) | Certificate Number | Expiration Date | | |
|---|----------------|--------------------|-----------------|-----|------|
| | | | Month | Day | Year |
| 1. _____ | | | | | |
| 2. _____ | | | | | |
| 3. _____ | | | | | |

Certificated positions require that an applicant must be able to qualify for a Colorado Principal or Administrative License. For information please contact the Colorado Department of Education, 201 East Colfax Ave., Denver, CO 80203. The telephone number is 303/866-6628.

Institutions of Higher Learning

Provide the following information for each institution attended. List most recent first.

| Name of School | Location | | Dates of Attendance | | Majors | Date of Graduation | Degree Conferred |
|----------------|----------|-------|---------------------|----|--------|--------------------|------------------|
| | City | State | From | To | | | |
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Official transcripts of all coursework must be provided upon employment; however, a copy may be submitted for application purposes.

Honors and Awards (List any scholastic, civic, or professional honors or awards)

Publications (List any publications or scholarly contributions)

Previous Experience

Indicate teaching and/or administrative employment experience.

| Employer/ District Name and Number | Street Address City and State | Assignment - Grade Subject or Job Title | Dates of Assignment | | Temporary-T Permanent-P | |
|--|----------------------------------|--|------------------------|----|----------------------------|---|
| | | | From | To | T | P |
| | | | | | | |
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References

List Five (5) Professional References - Include Three (3) Letters of Reference

| Full Name | Street Address | City | Zip Code | State and Person | Position held by of reference |
|-----------|----------------|------|----------|---------------------|----------------------------------|
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Do we have permission to contact your references including your current employer? Yes____ No____

How did you hear about this position? _____

Have you applied for a position with Denver Public Schools before? Yes____ No____ Date(s)_____

If so, what positions? _____

What foreign language(s) do you speak, write, and/or read? _____

All Applicants -- State Law (H.B. 90-1077) effective January 1, 1991

- | | | |
|---|--------------|-------------------------------|
| 1. Have you ever been convicted of, plead no contest to, or received a deferred sentence as to, a crime other than a minor traffic violation? | Yes___ No___ | _____ Applicant's Initials |
| 2. Are criminal charges (other than minor traffic violations) currently pending against you? | Yes___ No___ | _____ Applicant's Initials |
| 3. Have you ever been convicted of, plead guilty to, plead no contest to a felony, or been terminated or resigned from a position because of inappropriate or illegal behavior involving a child or children? | Yes___ No___ | _____ Applicant's Initials |

Note: A conviction plea, deferred sentence or charge is not an automatic bar to employment--each case will be considered on its own merits.

If you answered yes to any of the above questions, please explain the circumstances in detail in the space provided. include the nature of the charge, the court, the date, and the disposition of the case. (Use a separate piece of paper if necessary to give a complete explanation)

Applicant's Statement

I certify that answers given herein are true and complete. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I understand that this application is not and is not intended to be a contract of employment.

In the event of employment, I understand that false or misleading information given in my application, employment records, or interview(s) shall result in immediate termination. I understand, also, that I am required to abide by all rules and regulations of the Denver Public Schools.

I authorize Denver Public Schools, District No. 1, to make an investigation of my personal or employment history and authorize any former employer, person, firm, corporation, school, college, credit agency or governmental agency to give the Denver Public Schools pertinent information they may have regarding me. This authorization shall remain in effect during the course of my employment with the school district for the purpose of verifying any information contained in my employment application.

In consideration of the Denver Public Schools' review of this application, I release the school district and all providers of information from any liability as a result of furnishing and receiving this information.

I understand that any offer of employment may be predicated upon the results of background checks concerning felony or misdemeanor convictions.

My signature below constitutes a waiver of any rights I may have to inspect and review administrative candidate confidential references and all other materials requested and/or submitted on a confidential basis regarding this application.

Signature of Applicant

Date

Each new employee must complete a FORM I-9 to perform services in return for wages or other pay.

Denver Public Schools is an Equal Opportunity Employer and does not discriminate on the basis of age, race, color, creed, national origin, disability, or sexual orientation in its educational programs or activities (including employment and application for employment). It is prohibited from discriminating on the basis of sex by Title IX (20 USC 1681) and on the basis of disability by the Americans with Disabilities Act (ADA) section 504 (29 USC 794). Inquiries concerning the application of these laws should be directed to, Nancy Swanson, Department of Human Resources, 900 Grant Street, Denver, CO 80203.

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INSERT FOR ADMINISTRATIVE APPLICATION

Briefly respond to relevant essay questions listed below, and submit with application material. Applications will not be considered complete until answers to essay questions are received.

1. Briefly discuss your interest in educational leadership; include details and examples that reflect your attitudes and beliefs about public school education.
2. How do you define leadership? What strengths do you have that contribute to your status as an educational leader?
3. This district is committed to diversity. What are your experiences in multicultural, urban/inner-city teaching environments? Describe skills and knowledge that would foster your success in any Denver community.