

# Cardinal Community Academy Charter School

Position Desired \_\_\_\_\_

Applications for employment will be considered when the following materials have been received.

- \_\_\_\_\_ letter of application
- \_\_\_\_\_ resume
- \_\_\_\_\_ copy of teaching license
- \_\_\_\_\_ completed application form
- \_\_\_\_\_ transcripts
- \_\_\_\_\_ credential file or three letters of reference

**Qualifications:** Candidates must hold at least a four year degree from an accredited college/university and must be able to meet the requirements for a state license in Colorado. Previous teaching experience is not required but is helpful. Applicants under contract with another district at the time of application must present written release signed by the president of the board of education and superintendent of schools.

Date \_\_\_\_\_

Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Permanent Address \_\_\_\_\_

Temporary Address \_\_\_\_\_

Social Security Number \_\_\_\_\_ DOB \_\_\_\_\_

**Education:**

Institution/Location	Major	Date
_____		
_____		
_____		
_____		
_____		

**Professional Experience (most recent first)**

Employer/Location	Position	Date
_____		
_____		
_____		
_____		
_____		

**References**

Name/Title	Current Address	Phone Number
_____		
_____		
_____		
_____		
_____		

List involvement in organizations/activities including special awards, offices held, etc.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

List activities you have directed or are qualified to direct.

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In which states do you possess a valid teacher's certificate?

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List grade level(s) and subjects you are certified to teach in order of preference.

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If not teaching, why not? \_\_\_\_\_

When would you begin work at CCA? \_\_\_\_\_

### Background Checks

All employees of this school are required by law to have a criminal check. Have you ever been convicted of a felony, pleaded *nolo contendere* or received probation or a deferred prosecution by court agreement for any offense as theft, attempted theft, murder, rape, embezzlement or indecency with a minor? \_\_\_\_\_yes \_\_\_\_\_no

If yes, state on a separate attached sheet: (A) the nature of the offense, (B) the date of the conviction, (C) the name and address of the court, and (D) other pertinent details.

**Please respond to the following questions in the space provided.**

(In your own handwriting)

If more space is needed to respond, please attach a separate sheet.

(1) What do you consider to be important components of effective teaching?

(2) What special skills and/or talents can you bring to CCA?

I (do) (do not) authorize CCA to share this information with other school districts in need of a teacher of my qualifications.

I hereby certify that all statements made on this application are true, accurate and complete. Any misrepresentation or willful omission of facts shall be sufficient cause for disqualification of the application or termination of employment. I hereby authorize the district or its agents to conduct work history and personal reference checks to verify statements on this application form and other materials provided as part of my application for this position.

Signature\_\_\_\_\_Date\_\_\_\_\_