

# ENGLEWOOD SCHOOLS

4101 South Bannock St.  
Englewood, CO 80110

Licensed Applicants:

Thank you for your interest in Englewood Schools. In order to be considered as an applicant for teaching positions or vacancies, you must provide all the information listed below. All documents must be completed in their entirety and be received by the Department of Human Resources at Englewood Schools before you can be considered as a candidate for a position.

Completed application materials must include:

- [Application](#)
- [Letter of interest specifying the position for which you are applying and briefly addressing your qualifications and experience for that position](#)
- [Current resume](#)
- [Three letters of reference and/or three professional evaluations](#)
- [Copies of transcripts](#)
- [Copy of License if available](#)
- [Equal Employment Information form](#)

Completed application files will be reviewed upon receipt as they relate to posted or anticipated vacancies. Applicants will be notified should we desire to schedule an interview. All interviews are conducted in Englewood Schools' offices or schools.

Department of Human Resources  
Englewood Schools  
4101 South Bannock Street  
Englewood, CO 80110

Faxes are also accepted at 303-806-2064.

Following are instructions that will allow for the completion and electronic filing of the requested forms. The other additional documents that complete the application process must be mailed or faxed.

Any documents emailed should be addressed to [eng\\_application@englewood.k12.co.us](mailto:eng_application@englewood.k12.co.us)



## A Step Ahead

### **Licensed Application Instructions**

You must have the current version of Adobe Reader for the interactive application to work appropriately. The free download may be accessed at [www.adobe.com](http://www.adobe.com).

This application is designed to be completed and saved as to your computer so that entries may be modified before submitting to [eng\\_application@englewood.k12.co.us](mailto:eng_application@englewood.k12.co.us).

- Use the mouse to click on each field to be completed the tab key does not move to next field to be completed
- Many of the fields have the feature that allows for more than one line of text when necessary but text can become very small so limit the entry to one line whenever possible
- Enter dates in tables as mm/yy
- Round numeric entries to one decimal (i.e. 1.5)
- To enter a digital signature click on the signature line and follow the directions provided below
- Enter dates for signature and license expiration as mm/dd/yy
- Complete the “Equal Employment Information” form (if you do not choose to answer, complete the bottom portion and return form)

To create a digital signature, click on the signature line of the application. You should receive an “Add Digital ID” window. Follow the directions below:

1. Click the “Create a self-signed digital ID for use with Acrobat” button
2. Click the “Windows Certificate Store” button
3. Type your legal name as it is to appear on the application
4. Type your “Email Address”
5. Change “County/Region” drop down if necessary
6. Click “Finish”
7. The information for your “Digital Signature” is displayed
8. Click “Sign” if you are satisfied with the signature

When application is completed to your satisfaction please email it as an attachment along with any additional documents you would like to submit for your file to [eng\\_application@englewood.k12.co.us](mailto:eng_application@englewood.k12.co.us).



Englewood Schools

**A Step Ahead**

**Equal Employment Information**

In order to comply with federal requirements, to maintain records and report on the receipt and handling of applications from minorities and females, we would appreciate your completing the following information and including it with you completed application.

*Provision of this information is voluntary and will not become a part of your application.*

**Please check appropriate boxes:**

American Indian or Alaskan Native

Asian or Pacific Islander

Black

White

Female

Male

Position for which applied \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_  
Street or P.O. Box Number

\_\_\_\_\_  
City State Zip

**Name** \_\_\_\_\_  
 Last First Middle Maiden/Other Last Name

Office Use: _____	Date Received _____	Code # _____
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**Position for which you are applying** \_\_\_\_\_

**Social Sec. No.** \_\_\_\_\_

**Address** \_\_\_\_\_  
 Street

**Telephone No.** \_\_\_\_\_

\_\_\_\_\_  
 City State Zip

**E-mail Address** \_\_\_\_\_



*A Step Ahead*

Telephone: (303) 806-2001  
 Job Line: (303) 806-2095  
 Website: www.engagewood.k12.co.us

***Welcome to Englewood Schools!***

We are pleased that you are interested in a licensed position with our school system. This application is designed for individuals interested in the following positions in our school district:

- Teacher
- Counselor
- Psychologist
- Speech Language Therapist/Pathologist
- Occupational Therapist
- Social Worker
- Librarian

Please complete the information requested in this application and return it to:

Englewood Schools  
 Department of Human Resources  
 4101 S. Bannock St.  
 Englewood, CO 80110

**LICENSED**  
**Application for Employment**

**EXPERIENCE IN EDUCATION** (list most recent first)

Date From	Date To	Assignment	Supervisor's Name School/ District and full Address	Phone No.
Total number of years contractual full-time experience: (round to nearest half)				Experience
			Colorado	
			Outside Colorado	
			Total Years	

**AFFIDAVIT:**

The facts set forth in this application are true and complete. I understand that, if employed, false statements in this application shall be considered sufficient grounds for dismissal.

I hereby authorize my former employers, and their employees and/or agents, to provide the District with any information and/or records requested by the District concerning my employment history including, but not limited to, my job performance and the circum-stances surrounding the termination of my employment.

If I am employed by the District and such employment ends, I authorize the District, and its employees and/or agents, to provide prospective employers with any information and/or records requested by them concerning my employment history with the District including, but not limited to, my job performance and the circumstances surrounding the termination of my employment.

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

Have you ever been convicted of a felony or misdemeanor (other than a misdemeanor traffic offense or traffic infraction)?

Yes No

If yes, Please include with your application a copy of the police report, copies of the charging document from the court for each conviction. For the purposes of this question, "convicted" is defined as the occurrence of ANY of the following in connection with a criminal charge:

- A finding of guilty by a court or jury
- A court's acceptance of a plea of guilty or a plea of nolo contendere
- A court's imposition of a deferred or suspended sentence
- A court's approval of an agreement for a deferred prosecution
- Forfeiture of a bail, bond, or other security deposited to secure a defendant's appearance
- Payment of a fine

Have you ever had a teacher, principal, administrator, special services license certificate or authorization or any other occupational permit, license, credential or equivalent document subjected to any disciplinary proceedings including, but not limited to, denial, reprimand/admonition, suspension or revocation, or have you ever voluntarily surrendered such a document in Colorado or any other state or place, or are you currently under investigation by any licensing or credentialing agency or organization?

Yes No

If yes, please state the action taken and provide a detailed explanation on a separate sheet of paper.

\_\_\_\_\_  
Have you ever been dismissed or discharged or have you resigned in order to avoid discipline or discharge by an employer?

Yes No

If yes, then state on a separate sheet of paper the name, address, and telephone number of the employer, your dates of employment, the nature of the allegations/grounds for separation and the final disposition.

Are you currently under contract?

Yes No

When will you be available for employment? \_\_\_\_\_

**EDUCATION**

Name and Location of School	Dates		Sem	Major Field	Minor Field	Type of Degree
	From	To	Hrs			
College/University						
College/University						
College/University						
College/University						

Type of Certificate/License held \_\_\_\_\_ Expiration Date \_\_\_\_\_

Certificate/License Endorsement \_\_\_\_\_ State Valid \_\_\_\_\_

**WORK EXPERIENCE (Other than education)**

Dates		Company Name	Supervisor	Work Phone Number	Home Phone Number
From	To				

**REFERENCES (3 Professional Supervisors)**

Name	District/College/Company	Address	Work Phone No.	Home Phone No.	Position or Occupation

**REFERENCES (3 Professional Co-workers)**

Name	District/College/Company	Address	Work Phone No.	Home Phone No.	Position or Occupation

List Participation within the last two years in any professional activity for the improvement of the schools or districts where you have been employed (e.g., curriculum adoption/revision, program implementation, etc.)

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Please list or describe any honors received.

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