



**Brighton Collegiate High School**

*Teach - Challenge - Succeed*

3551 Southern Street  
Brighton, CO 80601

(303) 655-0773 Fax: (303) 498 - 8119

**CLASSIFIED APPLICATION FOR EMPLOYMENT**

**PLEASE PRINT**

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
(Last) (First) (Middle Initial) (Maiden)

Address: \_\_\_\_\_  
(Street No./Appt. No.) (City) (State) (Zip)

Social Security Number: \_\_\_\_\_ Home Phone (\_\_\_\_\_) \_\_\_\_\_

Are you at least 18 years of age?  Yes  No

Have you worked for Brighton Charter Schools previously?  Yes  No

If so, when? \_\_\_\_\_

POSITION(S) APPLYING FOR: \_\_\_\_\_

Part Time  Full Time  Substitute

Why do you feel qualified for the job for which you are applying? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PLEASE NOTE:**

1. This application is used by persons applying for various types of positions. Please complete the questions that apply to the position of interest.
2. Your application will remain in our active file for 90 days and may be renewed at your request.
3. Please feel free to attach or add additional information that relates to your qualifications for this position.

**RETURN COMPLETED APPLICATION TO:** HUMAN RESOURCES  
Brighton Charter Schools  
mmiers@brightoncharter.org  
3551 Southern Street  
Brighton, CO 80601

**ALL APPLICANTS:**

1. If hired, you will be required by State Law (H.B. 90-1072) to sign a notarized oath and submit your fingerprints for security purposes. Your fingerprints will be taken by the Brighton Police Department and processed by the Colorado bureau of Investigation and the Federal Bureau of Investigation. Should a discrepancy be found in your oath, the School Board reserves the right to dismiss you.
2. State law also requires a security check be made by Brighton Charter Schools with the Colorado Department of Education.
3. If hired, you will be required to submit a valid form of identification.
4. A physical examination may be required for some successful applicants to verify the ability to perform the essential functions of the job.

## GENERAL INFORMATION

Are you prevented from lawfully becoming employed in the United States because of Visa or Immigration Status? (For compliance with the Immigration Reform and Control Act.)  Yes  No

Have you ever been asked to resign from a position?  Yes  No

Have you been convicted of, pled no contest to, or received a deferral sentence for 1) any crime, and/or, 2) any crime involving unlawful sexual behavior, or unlawful behavior involving children?  Yes  No

Have you ever been dismissed by, or resigned from, a school district or other employer as a result of an allegation of unlawful behavior involving a child, including unlawful sexual behavior?  Yes  No

Have you ever been convicted of a felony or misdemeanor (other than minor traffic offenses)?  Yes  No

If you answered yes to any of the above questions, please provide complete details on a separate sheet stating the date, charge, place, and action taken.

## ADDITIONAL QUESTIONS

1. What are your three most important reasons for wanting to work in a school?

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2. When you think about high school-aged students, in what major ways do you want to see their lives influenced?

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3. A student is extremely upset. You notice. What do you do?

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4. What kind of relationships do you want to have with your co-workers?

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5. How do you want students to view you?

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6. What do you think most of the parents you encounter expect from school personnel?

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7. What technical and/or human relationship skills do you possess and act upon?

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8. Is there anything that you would like to add that would help us know you better as a person and as a prospective staff member at Brighton Collegiate High School?

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**AN EQUAL OPPORTUNITY EMPLOYER**

**RECORD OF EDUCATION RELATED TO POSITION:**

High School Diploma?     Yes     No                      G.E.D. Certificate?     Yes     No

Circle highest grade completed:    1 2 3 4 5 6 7 8 9 10 11 12

College                                      Vocational

Do you speak a language other than English?     Yes     No

If yes, what language: \_\_\_\_\_

**COLLEGE, VOCATIONAL TRAINING OR OTHER SCHOOLING BEYOND HIGH SCHOOL**

School	Address	Type of Training
1.		
2.		
3.		

**PAST EMPLOYMENT:**

List all jobs you have held for the last 5 years. List the last job first.

Company or Business and Address	How Long Employed (From/To Dates)	Type of Work	Reason for Leaving	Name and Phone Number of Supervisor
1.				
2.				
3.				

**PREVIOUS WORK AND/OR TRAINING EXPERIENCES:**

Please describe any previous work and/or training experiences that relate to this position: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PERSONAL REFERENCES:**

List three (3) personal references by name, address and phone number. These references may be called to verify qualifications for this position.

Name	Address	Phone Number
1.		
2.		
3.		

**FOR TRANSPORTATION APPLICANTS ONLY:**

Driver’s License Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

**Please Note:** If hired, you will be required to submit your driving record and pass a physical examination including possible drug testing. A CDL license is required.

**FOR MAINTENANCE, GROUNDS, CUSTODIAL AND PRINT SHOP APPLICANTS ONLY:**

Check special skills or qualifications:

- |   |   |
|---|---|
| <input type="checkbox"/> Journeyman (List type: _____)  | <input type="checkbox"/> Glazier        |
| <input type="checkbox"/> Operate power lawn mower       | <input type="checkbox"/> Warehouse      |
| <input type="checkbox"/> Operate power scrubbers/waxers | <input type="checkbox"/> Typing         |
| <input type="checkbox"/> Welding                        | <input type="checkbox"/> Landscaping    |
| <input type="checkbox"/> Swimming Pool Maintenance      | <input type="checkbox"/> Press Operator |
| <input type="checkbox"/> Lawn Care                      | <input type="checkbox"/> Camera Work    |
| <input type="checkbox"/> Roofer                         | <input type="checkbox"/> Graphic Arts   |
| <input type="checkbox"/> Other _____                    |   |

**FOR CLERICAL AND PARAPROFESSIONAL APPLICANTS ONLY:**

Check special office skills:

- |  |  |
|--|--|
| <input type="checkbox"/> Adding Machine  | <input type="checkbox"/> Calculator                |
| <input type="checkbox"/> Computer Word Processing  | <input type="checkbox"/> Typewriter (W.P.M. _____) |
| <input type="checkbox"/> Computer Database Management  | <input type="checkbox"/> Copy Machines             |
| <input type="checkbox"/> Computer Spreadsheet  | <input type="checkbox"/> Fax Machine               |
| <input type="checkbox"/> Paraprofessional Development Classes – Please List Which Classes Taken: |  |

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The facts entered in this application are true. I understand that my employment may be conditional upon a pre-placement physical examination by a Board appointed physician. I understand that my employment is conditional upon accurate information, including the notarized oath, and any false statements shall be sufficient cause for termination. I further affirm that the fingerprint card which will be submitted to Brighton Charter Schools for me by the local law enforcement agency contains my actual fingerprints.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_