

**Ute Pass B.O.C.E.S**  
**405 El Monte Place, Manitou Springs, CO 80829**  
[www.upboces.org](http://www.upboces.org)      (719) 685-2640

**Employment Application**

Date of Application:

Position Applying For:

Name:

Last

First

Middle

Address:

City:

State:

Zip:

Home Phone:

Cell Phone:

Email Address:

Social Security Number:

Type of Colorado License:

License #:

Current License Issue Date:

License Expiration Date:

Other License/Certifications (DORA, ASHA-CCC, NBCOT)

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**Employment History**

Employer/School Name:

Date of Employment:

Address:

City:

State:

Zip:

Position/Title:

Phone:

Reason for Leaving:

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Employer/School Name:

Date of Employment:

Address:

City:

State:

Zip:

Position/Title:

Phone:

Reason for Leaving:

---

Employer/School Name:

Date of Employment:

Address:

City:

State:

Zip:

Position/Title:

Phone:

Reason for Leaving:

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**Education**

High School: City: State:  
\_\_\_\_\_

**College/Undergraduate**  
College/University: City: State:

Dates Attended: Degree:

Semester Hours Completed:  
\_\_\_\_\_

**College/Undergraduate**  
College/University: City: State:

Dates Attended: Degree:

Semester Hours Completed:  
\_\_\_\_\_

**College/Graduate**  
College/University: City: State:

Dates Attended: Degree:

Semester Hours Completed:  
\_\_\_\_\_

Official transcripts must be presented prior to the offer of a contract. All transcripts and files must be from the originating source.

**References**

Name: Title:  
Company: Phone: Email:  
\_\_\_\_\_

Name: Title:  
Company: Phone: Email:  
\_\_\_\_\_

Name: Title:  
Company: Phone: Email:  
\_\_\_\_\_

**Please answer the following questions.**

Have you ever been convicted of a felony or child abuse?

If yes, describe in full:

Have you ever been convicted of, pled nolo contendere to, or received a deferred sentence for a crime involving unlawful sexual behavior or unlawful behavior involving a child?

If yes, please explain:

Has any court ever received a plea of guilty or a plea of nolo contendere from you for any offense, deferred further proceedings without entering a finding of guilty and placed you on probation?

If yes, please explain:

Have you ever been involuntarily terminated from any employment?

If yes, please explain:

I have been provided with a copy of the job description and understand the requirements of the position for which I am applying. I represent that I am physically capable of performing the physical requirements of this position as stated in the job description. I grant my prospective employer full authority to verify application from information via driver's record, worker's compensation, criminal history, index, and registry files. I certify that the information given by me on this application is true and correct to the best of my knowledge. I understand that false statements on this application including false statements regarding my physical abilities may result in termination of employment.

Signature of applicant:

Date:

Ute Pass B.O.C.E.S. is an equal opportunity educational institution and will not discriminate on the basis of race, age, marital status, color, creed, disability, national origin, ethnicity, gender, sexual orientation or religion in its activities, programs, or employment practices as required by Title VI, Title IX and Section 504.

**To complete the application process please include the following items with your application:**

1. Cover letter
2. Three letters of reference
3. Current resume
4. Proof of Colorado certificate/license/authorization
5. Transcript copies (Official transcripts must be presented prior to the offer of a contract.)

**Please mail or email your application and the items noted above to:**

Ute Pass B.O.C.E.S  
Attn: Marcy Palmer  
405 El Monte Place  
Manitou Springs, CO 80829  
[mpalmer@upboces.org](mailto:mpalmer@upboces.org); [kkelly@upboces.org](mailto:kkelly@upboces.org)