

# Lake George Charter School

38874 US Hwy 24

PO Box 420

Lake George, CO 80827-0420

Phone: 719-748-3911 Fax: 719-748-8151

[LGSchool@lgcsco.org](mailto:LGSchool@lgcsco.org) or [www.lakegeorgecharterschool.org](http://www.lakegeorgecharterschool.org)

## Classified Application

NAME: \_\_\_\_\_ Date: \_\_\_\_\_  
Last First Middle SOCIAL SEC. # \_\_\_\_\_

PHYSICAL ADDRESS: \_\_\_\_\_  
Street Address City State Zip

MAILING ADDRESS: \_\_\_\_\_  
Street Address City State Zip

TELEPHONE NUMBER: \_\_\_\_\_  
Home Cell

STATEMENT AS TO HEALTH: \_\_\_\_\_

Have you ever been convicted of a felony? \_\_\_\_ Yes \_\_\_\_ No If Yes, please explain \_\_\_\_\_

Have you previously worked for us? \_\_\_\_ Yes \_\_\_\_ No If yes, when \_\_\_\_\_ Position held \_\_\_\_\_

**EDUCATION** - List colleges or universities attended and the degrees and certificates received.

HIGH SCHOOL COLLEGE OR UNIVERSITY TRADE OR BUSINESS SCHOOL	Location of school	Years attended	Date graduated	Subjects Studied

Position desired

\_\_\_\_ Bus Driver    \_\_\_\_ Custodial    \_\_\_\_ Food Service    \_\_\_\_ Maintenance  
\_\_\_\_ Teacher Aide    \_\_\_\_ Secretarial    \_\_\_\_ Business Office

\_\_\_\_ Full time    \_\_\_\_ Part time    \_\_\_\_ Substitute    Date Available for work \_\_\_\_\_

**EMPLOYMENT HISTORY** – List most recent first. May we contact your present employer?  Yes  No

Employer \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Position \_\_\_\_\_  
Supervisor \_\_\_\_\_  
Telephone # \_\_\_\_\_  
Reason for leaving \_\_\_\_\_  
\_\_\_\_\_

Employed from \_\_\_\_\_ to \_\_\_\_\_  
Duties and Responsibilities \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Employer \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Position \_\_\_\_\_  
Supervisor \_\_\_\_\_  
Telephone # \_\_\_\_\_  
Reason for leaving \_\_\_\_\_  
\_\_\_\_\_

Employed from \_\_\_\_\_ to \_\_\_\_\_  
Duties and Responsibilities \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Employer \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Position \_\_\_\_\_  
Supervisor \_\_\_\_\_  
Telephone # \_\_\_\_\_  
Reason for leaving \_\_\_\_\_  
\_\_\_\_\_

Employed from \_\_\_\_\_ to \_\_\_\_\_  
Duties and Responsibilities \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Food Service Applicants Only**

Please describe past work experience(s) you feel qualify you for this position: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What position(s) of responsibility have you held? \_\_\_\_\_  
\_\_\_\_\_

**Maintenance**

Check areas of experience: ( ) plumbing ( ) carpentry ( ) Electrical ( ) Heating (Other) please explain \_\_\_\_\_  
Do you hold a license in any field? ( ) Yes ( ) No If so, what type? \_\_\_\_\_

**Custodial**

Are you familiar with cleaning equipment such as buffers, scrub machines, etc. \_\_\_\_Yes \_\_\_\_No  
Please explain\_\_\_\_\_

Many custodial jobs require heavy lifting and physical labor. Do you think you are qualified to meet this requirement? \_\_\_\_Yes \_\_\_\_No

Please list any past experiences which you feel qualify you for a custodial position:\_\_\_\_\_

**Teacher Aide**

Do you speak any language other than English? \_\_Yes \_\_No If yes, what language(s)?\_\_\_\_\_

Can you type? \_\_\_\_\_ If so, how many words per minute? \_\_\_\_\_wpm

What experience have you had that would qualify you for this position?\_\_\_\_\_

**Secretarial/Clerical Position**

Have you ever been bonded? \_\_\_\_\_

Typing Rate (words per minute) \_\_\_\_\_wpm

What computer programs are you familiar with?

- ( ) Word Processing ( ) Excel ( ) Publisher ( ) Power Point ( ) Access

List any other office machines you can operate: \_\_\_\_\_

Please attach a copy of your current resume.

**Business Office**

Have you ever been bonded? \_\_\_\_\_

Typing Rate (words per minute) \_\_\_\_\_wpm

Have you had experience with governmental accounting? \_\_\_\_\_ If so, how long?\_\_\_\_\_

Have you had experience with fundamental accounting? \_\_\_\_\_ If so, how long?\_\_\_\_\_

Have you had experience with modified accrual accounting? \_\_\_\_\_ If so, how long?\_\_\_\_\_

Have you had experience with payroll operations? \_\_\_\_\_ If so, how long?\_\_\_\_\_

Please include any other information you think qualifies you for this position.\_\_\_\_\_

What computer programs are you familiar with?

- ( ) Word Processing ( ) Excel ( ) Publisher ( ) Power Point ( ) Access

Please attach a copy of your current resume.

List three persons qualified to comment on your abilities and your past experiences:

NAME	ADDRESS	POSITION	TELEPHONE #
<hr/>			
<hr/>			
<hr/>			

To be eligible for an interview, in addition to this completed application, please submit a resume, transcripts, credentials, and a copy of your Colorado Administrative Certificate. If not already a part of your resume, please submit a written statement regarding your professional goals and aspirations. If you are one of the final candidates, you will be contacted for an interview.

I certify that all information on this application is correct and complete and understand that employment is contingent upon its accuracy.

APPLICANT'S SIGNATURE: \_\_\_\_\_  
EQUAL OPPORTUNITY EMPLOYER