

## Lake George Charter School

37888 US Hwy 24

PO Box 420

Lake George, CO 80827-0420

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

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

Pat Lewis, Administrator

### Classified Application

Date: \_\_\_\_\_

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

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

PERMANENT 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 #
------	---------	----------	-------------

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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