



Dear Classified Applicant:

Please follow the application process explained below to ensure consideration of your application.

1. Apply only for positions currently open. Applications for positions not open will not be accepted.
2. Submit a Poudre School District Classified Employment Application (attached). A letter of interest and resume may also be included. You may wish to keep a copy of your application for use when applying for multiple positions in the district.
3. Submit an Applicant Oath Form (attached) along with your application. (Colorado law [House Bill 90-1077] requires that all classified applicants submit this oath form listing all criminal convictions.) These forms will be used in the applicant screening process and will be filed in a confidential file.
4. Application materials must be received by 4:30 p.m. on the posted closing date for the position.
5. If you are hired by Poudre School District, you must be fingerprinted and background checked through the CBI and FBI (also required by law).  
*Only persons hired by the district will be required to be fingerprinted. **There is no fingerprinting procedure required when applying for positions.***

Due to the volume of applications received we are unable to communicate with individuals as to the status of their applications. If you are selected for an interview, the hiring supervisor, department or school site will contact you.

Thank you for your interest in a position with Poudre School District and good luck with your career pursuits.

Sincerely,

Tom Garcia  
Executive Director of Human Resources

Attachment – Application and Oath Form

*Human Resources*



Human Resources  
 2407 LaPorte Avenue  
 Fort Collins, CO 80521  
 (970) 490-3488  
 www.psdschools.org

# Classified Employment Application

# Classified Employment Application

Applicants may choose to complete this form on paper (please print or type), or online at [www.psdschools.org/jobs](http://www.psdschools.org/jobs).

The online application requires Acrobat Reader® available for free from [www.adobe.com](http://www.adobe.com)  
 (If using Acrobat Reader® to complete the form online, you may enter data into the PDF form fields and print the application, but will not be able to save the online form with your data. In order to save a modified PDF form, you must have Acrobat Professional® installed, available for purchase from [www.adobe.com](http://www.adobe.com).)

Date:

Name:

Address:

City:

State:

ZIP:

Home phone:

Message phone:

Email address:

Social security number:

Position applying for

Job #:

Location:

Title:

Full time

Part time

Date available:

Would you be willing to accept a position less than one (1) year induration?

Yes

No

Have you been or are you currently an employee of Poudre School District?

Yes

No

If yes, when?

Position:

Please list other names, or nicknames, which will help us verify work or educational records:

## NONDISCRIMINATION NOTICE

Poudre School District does not unlawfully discriminate on the basis of race, color, national origin, sex, sexual orientation, age, marital status, or disability in admission or access to, or treatment or employment in, its educational programs or activities. Inquiries concerning Title VI, Title IX, Section 504 and ADA may be referred to the Office for Civil Rights, U.S. Department of Education, 1244 N. Speer Blvd., Suite 310, Denver, CO 80204, 303-844-5695. For employment issues contact the Executive Director of Human Resources, 2407 LaPorte Ave., Ft. Collins, CO 80521, 970-490-3620.



***Start with your present or most recent job. Include any appropriate volunteer work.***

<p>1. Name, address, and telephone number of employer:</p>	<p><u>        </u> Dates From:    To:</p>	<p>Supervisor's name and title:</p>	<p>May we contact this employer?</p> <p style="text-align: center;">Yes</p> <p style="text-align: center;">No</p>
<p>Position title: Duties:</p>			
<p>Reason(s) for leaving or seeking other employment:</p>			
<p>2. Name, address, and telephone number of employer:</p>	<p><u>        </u> Dates From:    To:</p>	<p>Supervisor's name and title:</p>	<p>May we contact this employer?</p> <p style="text-align: center;">Yes</p> <p style="text-align: center;">No</p>
<p>Position title: Duties:</p>			
<p>Reason(s) for leaving or seeking other employment:</p>			
<p>3. Name, address, and telephone number of employer:</p>	<p><u>        </u> Dates From:    To:</p>	<p>Supervisor's name and title:</p>	<p>May we contact this employer?</p> <p style="text-align: center;">Yes</p> <p style="text-align: center;">No</p>
<p>Position title: Duties:</p>			
<p>Reason(s) for leaving or seeking other employment:</p>			

# References

List three people who are not related to you and who have definite knowledge of your business or professional qualifications for the position for which you are applying. *(Please do not repeat names of supervisors listed under employment history.)*

1. Name (first, last): Occupation:  
Address (Street):  
(City, State, Zip): Phone:

2. Name (first, last): Occupation:  
Address (Street):  
(City, State, Zip): Phone:

3. Name (first, last): Occupation:  
Address (Street):  
(City, State, Zip): Phone:

# Statement of Understanding

I certify that all statements on this application are true and complete. I understand that false statements on this application shall be considered sufficient cause for rejection of application or dismissal. Poudre School District is authorized to investigate all statements made as a part of this application and to secure any necessary information from all prior employers, references, academic instructions, law enforcement agencies, other persons and entities and public records. I hereby release all such persons, entities, employers, references, institutions, agencies and Poudre School District from any and all liability arising from their giving or receiving information about my employment history, academic credentials, qualifications, reputation, driving record and criminal record. A photocopy of this release can be used for all purposes.

I certify that I have read the job announcement for this position and that I meet all job requirements stated on the announcement, except as I have explained within.

As a condition of employment, I understand that a job offer may be conditioned upon my satisfactory completion of a physical exam and/or drug test and/or completion of a health questionnaire to certify that I can perform the physical requirements of the job for which I am applying, with or without reasonable accommodation.

Please note that all documents submitted with this application will not be returned and become property of Poudre School District.

I hereby acknowledge that I have read, understand and agree to the preceding statement by signing below.

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

***Thank you for your interest in a position with Poudre School District.***

