

## Employment Application for Licensed Positions

Only completed applications will be reviewed.

Applications are purged annually on the last day in October. If you wish for your application to remain in our "active" file, you must re-submit your application. We are not responsible for the return of any transcripts, credentials, or pieces of any discarded application.

### LICENSED APPLICANT CHECKLIST

In order to be considered for employment with Branson School Online, all applicant files must include the following:

- Letter of Interest** which introduces your professional background, highlights some of your skills, and describes why you are interested in working for Branson School Online.
- Resume** which contains a summary of personal information, relevant job experiences, education, licensure, professional affiliations, etc.
- Completed Application** (all sections must be completed and submitted)
- Signed Certification Statement** (part of the application)
- Copy of Transcripts** (showing degree(s) conferred and any hours taken after last degree conferred)
- Copy of Colorado Certificate/License** Applicants should contact the Colorado Department of Education, Teacher Certification Office, 201 E. Colfax Avenue, Denver, CO 80203, (303) 866-6628, for information on Colorado Certification/Licensure.
- Three Letters of Reference** (at least two of which must speak to your professional skills)

Only complete applications will be reviewed. Transcripts & letters of reference will be accepted individually.

Our main hiring season is from the end of April through June. However, positions may open throughout the year.

The Branson School District complies with the rules and regulations set forth by the Colorado Department of Education in terms of hiring candidates who are **CURRENTLY LICENSED OR ENDORSED IN THE APPROPRIATE CONTENT AREA(S)**. The Branson School District Board of Education appoints all District employees and all appointments require official Board action.

### Notice of Nondiscrimination

Branson School District does not discriminate on the basis of age, race, religion, national origin, disability or gender in its educational programs and activities (including employment and application for employment), and it is prohibited from discriminating on the basis of gender by Title IX (20 USC 168) and on the basis of handicap by Section 504 (2g USC 794).

How did you hear about Branson School Online? Please mark all that apply

- |   |   |
|---|---|
| <input type="checkbox"/> Previous experience as a student or employee | <input type="checkbox"/> Internet search                    |
| <input type="checkbox"/> Personal contact with a student or employee  | <input type="checkbox"/> Other personal efforts or research |
| <input type="checkbox"/> Recruitment or advertisement                 |   |

**I. Personal Information**

**APPLICANT NAME (Legal Name):**

Last Name	First Name	Middle Initial
Other or Previous Last Name	Social Security Number	- -

**APPLICANT ADDRESS AND CONTACT INFORMATION:**

Street	City				
State	Zip Code	E-Mail Address			
Home Phone	- -	Work Phone	- -	Cell Phone	- -

**II. Education Information**

Highest Degree Major(s)	Year Conferred Minor(s)
Additional Degree Major(s)	Year Conferred Minor(s)
Additional Degree Major(s)	Year Conferred Minor(s)

**III. Licensure Information**

- If you do **NOT** have a Teaching License, please indicate if you have an Alternative License or a Statement of Eligibility.
- If you are currently completing a teacher education program in Colorado, please provide the license or endorsement you expect to receive.
- If you hold a license/credential from another state (NOT IN COLORADO), please include a copy of your out-of-state license with your application.

**COLORADO TEACHING LICENSE 1 (Type VI, Provisional, or Professional):**

Colorado License (7 digit number):	Type:	Exp Date:	/	/
Endorsement 1:	Level:			
Endorsement 2:	Level:			

(If endorsement is Foreign Language, please indicate your subject or specialty)

**COLORADO TEACHING LICENSE 2 (Type VI, Provisional, or Professional):**

Colorado License (7 digit number):                      Type:                      Exp Date:                      /                      /  
 Endorsement 1:                      Level:  
 Endorsement 2:                      Level:  
 (If endorsement is Foreign Language, please indicate your subject or specialty)

**COLORADO TEACHING LICENSE 3 (Type VI, Provisional, or Professional):**

Colorado License (7 digit number):                      Type:                      Exp Date:                      /                      /  
 Endorsement 1:                      Level:  
 Endorsement 2:                      Level:  
 (If endorsement is Foreign Language, please indicate your subject or specialty)

**ADDITIONAL LICENSURE / CERTIFICATION (e.g., Vocational Education):**

License or Certificate number):                      Type:                      Exp Date:                      /                      /  
 Endorsement:                      Level:

**III. Work Experience Information**

**FULL-TIME, FULL-YEAR CONTRACTUAL EXPERIENCE (including professional experience as a K-12 Teacher or other special services provider):**

Please list most recent experience first (limited to the three most recent full-time jobs).

**Are you currently under contract?**

**Organization/School 1: (MOST RECENT)**

Start Month/Year:                      /                      /                      End Month/Year: /                      /  
 City:                      State:                      Position:  
 Supervisor and Title:                      Current Phone Number:                      -                      -  
 Specific Reason for Leaving:

**Organization/School 2:**

Start Month/Year:                      /                      /                      End Month/Year:                      /                      /  
 City:                      State:                      Position:  
 Supervisor and Title:                      Current Phone Number:                      -                      -  
 Specific Reason for Leaving:

**Organization/School 3:**

Start Month/Year:                      /                      /                      End Month/Year:                      /                      /  
 City:                      State:                      Position:  
 Supervisor and Title:                      Current Phone Number:                      -                      -  
 Specific Reason for Leaving:

Total Years of Full-Time/Full Year Teaching Experience:  
 Total Years Teaching IN Colorado (List full-year, full-time ONLY):  
 Total Years Teaching OUTSIDE Colorado (List full-year, full-time ONLY):

**PART-TIME OR CONTRACTUAL EXPERIENCE (including professional experience as a K-12 Teacher or other special services provider):**

Please list most recent experience first (limited to the three most recent part-time jobs).

**Are you currently under contract?**

**Organization/School 1: (MOST RECENT)**

Start Month/Year:     /     /                      End Month/Year:     /     /  
 City:    State:                      Position:  
 Supervisor and Title:                      Current Phone Number:     -     -  
 Specific Reason for Leaving:

**Organization/School 2:**

Start Month/Year:     /     /                      End Month/Year:     /     /  
 City:    State:                      Position:  
 Supervisor and Title:                      Current Phone Number:     -     -  
 Specific Reason for Leaving:

**Organization/School 3:**

Start Month/Year:     /     /                      End Month/Year:     /     /  
 City:    State:                      Position:  
 Supervisor and Title:                      Current Phone Number:     -     -  
 Specific Reason for Leaving:

**STUDENT TEACHING, INTERNSHIP, OR PRACTICUM EXPERIENCE:**

Year:                      School District:                      School:  
 Address (City, State, Zip):  
 Supervisor:                      Phone Number (including area code):     -     -  
 Grade/Subject Area(s):

**IV. Highly Qualified Information**

List all subjects / areas in which you are qualified to teach based on:

- endorsement areas on your license -OR-
- areas in which you have passed the content exam (PLACE or PRAXIS II) -OR-
- areas in which you have 24 semester hours of coursework

Area	Endorsement	PLACE or PRAXIS II	24 semester hours
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**V. Language Information**

Please indicate the language(s) which you speak/read/write.

Language	Native	Speak	Read	Write
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**VI. Teaching Preferences**

Please indicate the areas in which you would prefer to teach:

- |  |  |
|--|--|
| <input type="checkbox"/> Primary Elementary (K – 2)      | <input type="checkbox"/> Middle School (6 – 8) |
| <input type="checkbox"/> Intermediate Elementary (3 – 5) | <input type="checkbox"/> High School (9 – 12)  |

**VII. References**

Please list three professional references including the references’ current work and home phone. Direct supervisors are preferred

**REFERENCE 1:**

Name		Title:	
Organization:		E-mail Address	
Home Phone	- -	Work Phone	- -
		Cell Phone	- -

**REFERENCE 2:**

Name		Title:	
Organization:		E-mail Address	
Home Phone	- -	Work Phone	- -
		Cell Phone	- -

**REFERENCE 3:**

Name		Title:	
Organization:		E-mail Address	
Home Phone	- -	Work Phone	- -
		Cell Phone	- -

**VIII. Philosophy of Education**

Please provide a brief statement (500 words or less) which explains your Philosophy of Education.

## **IX. Background Information**

Due to the responsibility Branson School Online has to its students and families, the following information is required from ALL applicants and employees regarding convictions. A record of conviction does not necessarily prohibit employment. Failure to complete this form accurately and completely may mean disqualification from consideration for employment, may be cause for consideration of dismissal if employed, and may result in prosecution for filing false information with a public agency. Applicants and employees must report any convictions that occur subsequent to the time they initially completed this form. Questions regarding this information should be directed to the Executive Director of Branson School Online.

**Please read carefully and answer every question. If you answer “Yes” to any of the questions below, please explain in detail.**

\*“Conviction” means the final judgment on a verdict or a finding of guilty, a plea of guilty, or a plea of nolo contendere in any state or federal court of competent jurisdiction in a criminal case, regardless of whether an appeal is pending or could be taken. Conviction does not include a final judgment which has been expunged by pardon, reversed, set aside or otherwise rendered invalid.

1. Have you ever been convicted\* of a felony?  
If yes, please explain:
2. Have you ever been convicted of a misdemeanor, other than minor traffic violations? (A DUI conviction is not considered a minor traffic offense.)  
If yes, please explain:
3. Have you ever been convicted of a sex or drug-related offense?  
If yes, please explain:
4. Has any court ever received a plea of guilty or a plea of nolo contendere from you for ANY offense or has any court deferred further proceedings without entering a finding of guilty?  
If yes, please explain:
5. Have you ever been placed on probation?  
If yes, please explain:
6. Have you ever been convicted of, pled nolo contendere to, or received a deferred sentence for a crime involving unlawful behavior involving a child?  
If yes, please explain:
7. Have you ever been dismissed or have you resigned from a position as a result of an allegation of unlawful behavior involving a child, including unlawful sexual behavior?  
If yes, please explain:
8. Have you ever had any professional licenses (including teaching certificates/licenses) suspended, annulled or revoked in any state or country?  
If yes, please explain:
9. Have you ever been dishonorably discharged from the military?  
If yes, please explain:

10. Have you ever been involuntarily terminated from any employment or resigned in lieu of discharge?  
If yes, please explain:

11. Have you ever been nonrenewed or refused a continuing contract?  
If yes, please explain:

**X. Certification Statement**

Please type your name and date of application at the end of this statement to attest that you have read and understand the Certification Statement.

I hereby certify that the information contained in this application form is true and correct to the best of my knowledge. I agree to have any of the information checked by Branson School District. I authorize the references listed in my application, as well as any other individuals whom the District contacts (including my current employer, former employers, and any government or law enforcement agency), to provide the Human Resources Department of the District, any and all information concerning my previous or current employment. I understand that if I limit the District's right to contact persons/organizations deemed necessary by the District, the application may not be considered further. Also, I release all parties and persons from any and all liability for any damages that may result as a consequence of furnishing such information to the District or to any of its agents, employees or representatives for purposes related to this application or my employment. I also understand that related skills testing and testing for the presence of drugs and alcohol in my body may be required prior to employment. I agree that with or without an accommodation, I must be able to perform the "essential functions" of the position. If an accommodation is required, I must make that request prior to my employment start date. I understand that ANY misrepresentation, falsification or material omission of information during the interview or on this application, may result in my failure to receive an offer of employment, OR, IF I AM HIRED, MAY RESULT IN MY EMPLOYMENT BEING TERMINATED BY THE DISTRICT. I understand that any results of the Colorado Bureau of Investigation/Federal Bureau of Investigation background checks which might deny me employment, will be forwarded to the Colorado Department of Education. I understand applications are kept on file for a period of one year and will remain the property of Branson School District..

Signature (type your name)

Date

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