Caprock Academy

ADMINISTRATIVE ASSOCIATE APPLICATION

Date: _____

Name: _____ SSN: _____ - ____ - _____
Last First Middle

Address:_____
Street City State Zip Code

Telephone:_____
Home Work Cell Preferred Contact Number

Email Address: _____

PROFESSIONAL REFERENCES:

Please list the names of four professional references. These should be professionals with detailed knowledge of your educational/administrative abilities. Please include at least one supervisor and one fellow employee.

Names of Professional References Title Contact Information

1_____

2_____

3_____

4_____

List any special skills, preparation, training, computer training, or areas of expertise.

_____

_____

_____

Please include any/all official college transcripts with this completed application.

Caprock Academy

Work Experience: Please list your most recent experience first.

Position: Business/School:
Address: City, State, Zip Code:
Supervisors Name and Title: Supervisors Title:
Employment Date: Reason for leaving:
Specific Responsibilities:

Position: Business/School:
Address: City, State, Zip Code:
Supervisors Name and Title: Supervisors Title:
Employment Dates: Reason for leaving:
Specific Responsibilities:

Position: Business/School:
Address: City, State, Zip Code:
Supervisors Name and Title: Supervisors Title:
Employment Dates: Reason for leaving:
Specific Responsibilities:

Caprock Academy

BACKGROUND REPORT

Due to the responsibility Caprock Academy has to its school children and community, the following information is needed 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 in email to: employment@caprockacademy.org

Please read carefully and answer every question. Circle your responses. If you answer YES to any of the questions below, please explain in detail on a separate sheet of paper, referring by number to the appropriate question. Please type or print clearly.

1. Have you ever been convicted* of a felony? YES NO
2. Have you ever been convicted of a misdemeanor; other than minor traffic violations? YES NO
   (A DUI conviction is not considered a minor traffic offense.)
3. Have you ever been convicted of a sex or drug-related offense? YES NO
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? YES NO
5. Have you ever been placed on probation? YES NO
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? YES NO
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? YES NO
8. Have you ever had any professional licenses *(including teaching certificates/licenses)* suspended, annulled or revoked *in any state or country?* YES NO
9. Have you ever been dishonorably discharged from the military? YES NO
10. Have you ever been involuntarily terminated from any employment or asked to resign from employment? YES NO
11. Have you ever been non-renewed or refused a continuing contract? YES NO

* 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.

Caprock Academy

Please submit typed answers to the following questions with no more than 300 words per item. Attach additional pages as needed.

1. Why do you want to work at Caprock Academy?

2. Why do you want to work at a Charter School?

3. What is your experience working with MS Excel and Access to interpret data? Please give examples from your work experience.

4. How would you handle working on the phone with a service provider when you need help?

5. How do you approach solving problems? Please give examples from prior experience.

6. What is your word processing (typing) speed when creating documents? How familiar are you with Microsoft Office Suite software such as Word, Excel, PowerPoint, and Outlook? How would you rate your ten key skills?

7. How do you organize a large volume of information for record keeping?

8. List any experience working with detailed information or projects where the ability to edit your own mistakes was critical to a successful outcome.

9. Please list your experience in working with and troubleshooting computer software, hardware, and networks.

10. Please list your experience in working on a website (updating, creating, etc.). What platforms are you familiar with?

APPLICANT SIGNATURE

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 Caprock Academy. I authorize the references listed, as well as any other individuals whom CA contacts (including my current employer, former employers, and any government or law enforcement agency), to provide Caprock Academy, any and all information concerning my previous or current employment. I understand that if I limit CA's right to contact persons/organizations deemed necessary by CA, 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 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 CA.** *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 Caprock Academy.*

_____ _____

Signature Date

Notice of Nondiscrimination

Caprock Academy does not discriminate on the basis of age, race, religion, national origin, disability, gender, or any other protected status in its educational programs and activities (including employment and application for employment).