Contact Information

Cover letter

Administrative Assistant to the Superintendent/HR Gunnison Watershed School District 800 North Boulevard Gunnison, CO 81230 970-641-7760 970-641-7777 – fax

District Website: www.gunnisonschools.net

Application	
Current resume	
Statement of your "Philosophy of Edu	ucation"
Three reference letters (no more than	n two years old and no family member)
Transcripts (copies are acceptable)	
Copy of Colorado licensure	
Email PDF attachments to: jklingsmith@gun	nisonschools.net
Position for which you are applying:	
PERSO	NAL INFORMATION
Name	Phone
Home Address	
Mailing Address (if different)	
Cell ()	Home Phone ()
Email Address	
Present Position	_Since_
Address	Annual Budget \$
	District Enrollment
Number of People Responsible to you	
Present Salary \$ I	Benefits and approximate values
Are you eligible for a Colorado Professional Ad	dministrator License?** Yes No Uncertain
** For further information contact: Colorado De	epartment of Education, Denver, CO. (303-866-6628)

PROFESSIONAL PREPARATION

List in reverse chronological order.

Degree	Institution and Location	Dates Attended	Date of Degree	Major/Minor		
Please list your special achievements, (Publications, fellowships, honors, consulting, community recognition, professional organizations, etc):						

EMPLOYMENT HISTORY

Please list your last six full-time positions in reverse chronological order.

Institution and Location	Position	From/To	Students	Reasons for Leaving

Mav	we contract	vour	present	employer?	Yes	No
viay	We Contract	youi	hieseiii	employer:	163	110

REFERENCES

Name	Position	Present Address	Daytime Phone
Have you ever	been convicted of any crime	e (other than a minor traffic violatio	n)? Yes No
If yes, what was	s the disposition of the case	9?	
I request that th	is application and my candi	dacy be held in strict confidence.	Yes No
I certify that all s statements on tl		plication are true, complete, and cu	ırrent. I authorize investigation of all
	Signature		 Date
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All qualified applicants will receive consideration for employment without regard to race, color, creed, sex, or national origin. This school district offers equal opportunity and treatment to all employees and qualified applicants.

No smoking is allowed in any school district working/meeting areas or vehicles. Selected applicant must comply with the Gunnison Watershed School District's Drug-Free Workplace Policy.

APPLICANTS OATH

APPLICANT:		DATE:	
Last	First	MI	
SOCIAL SECURITY NUMBER	:	DOB:	
1 Have you ever been conv probation for any offense involving to, such offenses as theft, attempt minor.)	g moral turpitude? (Mora	I turpitude includes, but is not	
If yes, state the nature of the offer and other pertinent details:	nse, date of the conviction	, the name and address of the	court
** Conviction of a crime is not an a nature of the offense, the date of a position for which you are applying	the offense, and the relati		
2 Have you ever been invo another school district/or employ			nent o
If yes, please give the name of the for resignation.	e district, the date and rea	sons for the termination or req	luest
3 Are you aware of any reathe position for which you are n	naking an application?		ed of
Signature of Applicant		ate	