



## APPLICATION

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

Name: \_\_\_\_\_ SSN: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
Last First Middle

Date of Birth (mm/dd/yyyy): \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip Code

Telephone: \_\_\_\_\_  
Home Work Cell Preferred Contact Number

Email Address: \_\_\_\_\_

**ATTENTION:** This application form is intended for use in evaluating your qualifications for employment. This is not an employment contract. Please answer all appropriate questions completely and accurately. False or misleading statements during the interview and on this form are grounds for terminating the application process or, if discovered after employment, terminating employment. All qualified applicants will receive consideration without discrimination because of sex, marital status, race, age, creed, national origin, or the presence of disabilities. Additional testing of job-related skills and for the presence of drugs in your body may be required prior to employment. After an offer of employment, and prior to reporting to work, you may be required to submit a medical review. Depending on company policy and the needs of the job, you will be required to complete a medical history form and may be required to be examined by a medical professional designated by the company.

## **EDUCATION**

**Please indicate your highest level of education.**

High School Diploma or GED  Some College  Associate's Degree or two years of college  Bachelor's Degree or higher

### **JOB RELATED SKILLS**

Note: do not fill out any part of this section you believe to be non-job-related.

List languages other than English in which you are fluent \_\_\_\_\_

Please list any other skills, licenses, or certificates that may be job-related or that you feel would be of value as an Educational Assistant.

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## EMPLOYMENT

Your application will not be considered unless every question in this section is answered. Since we will make every effort to contact previous employers, the correct telephone numbers for your past employers are critical.

**MOST RECENT EMPLOYER**    Are you currently working for this employer?    Yes     No

Company Name	
Address:	Phone Number:
City, State, Zip Code:	
Dates of Employment	
Job Title	Annual Salary or Hourly Pay Rate
Supervisor's Name	
Reason for Leaving:	
Specific Responsibilities:	

### SECOND MOST RECENT EMPLOYER

Company Name	
Address:	Phone Number:
City, State, Zip Code:	
Dates of Employment	
Job Title	Annual Salary or Hourly Pay Rate
Supervisor's Name	
Reason for Leaving:	
Specific Responsibilities:	



**THIRD MOST RECENT EMPLOYER**

Company Name	
Address:	Phone Number:
City, State, Zip Code:	
Dates of Employment	
Job Title	Annual Salary or Hourly Pay Rate
Supervisor's Name	
Reason for Leaving:	
Specific Responsibilities:	

Have you ever worked for Heritage Heights Academy in any capacity?  Yes  No If yes: Position Held \_\_\_\_\_  
 Dates of Employment \_\_\_\_\_ Name used them, if different \_\_\_\_\_

**PROFESSIONAL PREPARATION**

College, Trade School, or Business Schools Dates of Attendance Credit Hrs. Degree(s) Major or Area of Specialization  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Professional References**

Include only individuals familiar with your work ability. Do not include relatives.

Name Address and Phone Number Years Known/Relationship

Name	Address and Phone Number	Years Known/Relationship



## QUESTIONNAIRE

Please answer each of the questions below as best you can. The space should be adequate, but if more space is needed, please attach additional pages. Please complete in your own handwriting.

1. Why are you applying for an educational assistant position?

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2. What particular talents or skill do you have that would aid you in being an effective educational assistant.

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3. How do you think an educational assistant can improve a school in which they work?

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4. List the personal qualities that you think are important for an educational assistant to possess? Which of these do you think are the most important in the position?

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5. Please describe any specific educational related experience you have had with children.

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## BACKGROUND REPORT

Due to the responsibility Heritage Heights 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.

**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.



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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### Notice of Nondiscrimination

Heritage Heights 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).

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

Note: Applications remain active for a period of one school year.