



COLORADO Early Colleges

Employment Application

Contact Information

First Name	Middle Name	Last Name
Street	City	State & Zip
Email		
Primary Phone	Alternate Phone	

To which campus are you applying? You may check more than one.

- | | |
|---|---|
| <input type="checkbox"/> CEC Aurora | <input type="checkbox"/> CEC Fort Collins High School |
| <input type="checkbox"/> CEC Colorado Springs | <input type="checkbox"/> CEC Fort Collins Middle School |
| <input type="checkbox"/> CEC Parker | <input type="checkbox"/> CEC Network Support Center |

Position for which you are applying: You may check more than one.

- | | |
|---|---|
| <input type="checkbox"/> College Prep (High School) Teacher | Subject: _____ |
| <input type="checkbox"/> College Adjunct or Professor | Subject: _____ |
| <input type="checkbox"/> Academic Assistant | |
| <input type="checkbox"/> School Leadership | <input type="checkbox"/> Advisor |
| <input type="checkbox"/> Administrative Assistant | <input type="checkbox"/> Counselor |
| <input type="checkbox"/> Support Staff (office) | <input type="checkbox"/> Paraprofessional |
| <input type="checkbox"/> Other: _____ | |

Education *Start with the most recently attended institution.*

College/University (include city, state, and country if outside USA)	Dates Attended	Course of Study and Degree(s) Earned

Resume and Cover Letter

Please attach a resume with a cover letter that details your complete employment history including the following information for each position:

1. Employer (Company Name)
2. Employer Physical Address
3. Job Title
4. Job Duties
5. Supervisor Name, Phone Number and Email Address
6. Dates of Employment
7. Reason for Leaving

Skills and Experience

	No experience	Little experience	Some experience	Significant experience	Substantial experience
Teaching or working with high school students	1	2	3	4	5
Teaching or working with middle school students	1	2	3	4	5
Educational Leadership	1	2	3	4	5
Curriculum writing/development	1	2	3	4	5
Exceptional Student Services (SPED, PLP, ALP)	1	2	3	4	5
ELL/ESL Services	1	2	3	4	5
Response to Intervention (RtI)	1	2	3	4	5
Mentoring	1	2	3	4	5
Conflict Resolution / Mediation	1	2	3	4	5
Financial/Budget Management	1	2	3	4	5
Event Planning	1	2	3	4	5
Project Management	1	2	3	4	5
Food Service	1	2	3	4	5
Customer Service	1	2	3	4	5
Office Management	1	2	3	4	5
Supervision of Employees	1	2	3	4	5
Providing IT Services	1	2	3	4	5
General computer navigation and functions	1	2	3	4	5
Software Applications	1	2	3	4	5
Website editing	1	2	3	4	5
MS Word	1	2	3	4	5
MS Excel	1	2	3	4	5
Google Forms	1	2	3	4	5
Google Sheets	1	2	3	4	5

Additional information regarding the above skills if applicable:

References Please provide two professional (co-worker or supervisor) references and one personal (not related to you) reference.

Professional Reference #1

Name	Working Relationship (supervisor?, co-worker?)
Dates and location of working relationship	
Email	Phone

Professional Reference #2

Name	Working Relationship (supervisor?, co-worker?)
Dates and location of working relationship	
Email	Phone

Personal Reference #1

Name	Relationship to you
Email	Phone

Disclosure

All applicants recommended for hire will be subject to a background check.

Colorado Early Colleges does not discriminate on the basis of race, color, national origin, sex, genetic information, age, religion, or disability in admission, access to, or determination of employment in its educational programs or activities.

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment onboarding paperwork.

Have you ever been convicted of, or pled no contest to, a felony or misdemeanor other than a minor traffic violation?	Yes	No
Are there any felony or misdemeanor charges currently pending against you other than minor traffic violations?	Yes	No
Have you ever had a teaching contract non-renewed?	Yes	No
Have you ever been involuntarily terminated, asked to resign, or tendered your resignation to avoid non-renewal in connection with any other employment?	Yes	No
Have you ever had any certification or license suspended, revoked, or terminated?	Yes	No
Have you ever been under investigation for, or charged with, any offense involving physical or sexual abuse?	Yes	No

If you answered yes to any of the above questions please explain in detail including dates and city, state where the incident occurred. Attach separate documentation if space here is not sufficient.

I hereby certify the information contained in this application form to be true and correct to the best of my knowledge and agree to have any of the statements checked by the Colorado Springs Early Colleges unless I indicate otherwise. I understand that any misrepresentation, falsification, exaggeration, or material omission of information on the application, in my resume, or during the interview process may result in my failure to receive an offer of employment, or, if I am hired, shall be grounds for termination of my employment even if my performance has been otherwise satisfactory.

Signature of Applicant

Date

Colorado Springs
719-955-4675
4405 N. Chestnut St. Suite D, Colorado Springs, CO 80907
coloradospringsemployment@coloradoearlycolleges.org

CEC Fort Collins High School
970-377-0044
4424 Innovation Drive, Fort Collins, CO 80525
fortcollinsemployment@coloradoearlycolleges.org

CEC Parker
720-638-6824
10235 Parkglenn Way, Parker, CO 80138
parkeremployment@coloradoearlycolleges.org

CEC Fort Collins Middle School
970-316-6264
4512 McMurry Avenue, Fort Collins, CO 80525
fortcollinsemployment@coloradoearlycolleges.org

CEC Aurora
720-572-5040
350 Blackhawk St., Aurora, CO 80011
auroraemployment@coloradoearlycolleges.org

Network Support Center
719-955-4685
4405 N. Chestnut St. Suite E, Colorado Springs, CO 80907
networksupportcenteremployment@coloradoearlycolleges.org