



FACILITIES AND BUSINESS MANAGER APPLICATION

Date: _____

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

Address: _____
Street City State Zip Code

Telephone: _____
Home Work Cell Preferred Contact Number

Email Address: _____

Do you have three or more years of full time successful management experience? ie: Business, Industry, Government, Military, or Non-Public. Yes____ No____

If yes, please explain?

Are you currently licensed/certified to teach in any state? Yes____ No____

If yes, which state(s) and what type of licensure/certificate?

Please list the level(s) and area(s) of endorsement (Major/Minor) on your certificate/license. Please refer directly to your license for this information.

Levels: _____ Endorsements: _____
 Levels: _____ Endorsements: _____

Have you ever voluntarily surrendered or had revoked any license/certificate to teach revoked?

Yes____ No____, If "Yes", please explain the circumstances in detail. Use additional paper if needed.



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 _____	_____	_____

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

List any special skills, preparation, training, or areas of expertise. Please include such items as training in Core Knowledge, writing, Classical studies, traditional phonics, AP experience, Professional Development leadership, etc.

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 view of a Classical Education? What teaching methods would you encourage teachers to use?
4. What are your beliefs about teacher management and student discipline?
5. Describe how you would identify a teacher that would help students achieve high academic standards as well as honoring the affective and developmental needs of each child.
6. What do you think the role of parents should be in their child's education?
7. What do you think the role of an administrator should be in the student's education?
8. What three principles do you hold that make you a successful administrator?
9. What is the most important issue in education today and what are some possible solutions?
10. Write about a time when you had a conflict with a parent, teacher, or board member and how you handled the situation.
11. Describe your plan for providing ongoing supervision and evaluation of staff – particularly your teaching staff.
12. Unique skills/expertise perspectives I bring to this leadership position are.
13. What programs/training do you need to be an effective leader, I need training in the following...
14. What role do teachers have in curriculum and policy making decisions?

MY PHILOSOPHY OF EDUCATION (One-page essay)



Work Experience

Please list your most recent experience first.

Position:	
Business/School:	
Address:	Phone Number:
City, State, Zip Code:	
Supervisors Name and Title:	
Supervisor's Phone Number:	
Employment Dates:	
Reason for Leaving:	
Specific Responsibilities:	
Co-Curricular Activities/Coaching:	

Position:	
Business/School:	
Address:	Phone Number:
City, State, Zip Code:	
Supervisor Name and Title:	
Supervisor's Phone Number:	
Employment Dates:	
Reason for Leaving:	
Specific Responsibilities:	
Co-Curricular Activities/Coaching:	

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.



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).