

**SPRINGFIELD SCHOOL DISTRICT RE-4**  
**389 TIPTON STREET**  
**SPRINGFIELD, CO 81073**  
**www.spre4.org**

District Office: 719-523-6654  
District Fax: 719-523-4192

JH/HS Office: 719-523-6522  
Elementary Office: 719-523-4391

Dear Applicant,

Thank you for your request for information about employment at Springfield School District RE-4. We are pleased to respond with the enclosed materials, and we look forward to the opportunity to consider you for employment upon receipt of the necessary applicant information.

In order for us to consider you for employment we ask that you have on file in the District Office the following:

- Completed application
- Current resume
- Credentials, placement file or three (3) current letters of reference
- Undergraduate and graduate transcripts (unofficial copies are sufficient for applicants; official copies must be submitted upon employment)
- Response to the enclosed set of questions
- Colorado teaching certificate (or statement of status of application to the Colorado Department of Education)

Applicants with completed files are given first consideration for a possible interview. The Principals of the school in which vacancies exist are forwarded the files of qualified applicants and upon the basis of that review, invite applicants for personal interviews. You are welcome to call the District Office at any time to inquire on the status of your application and/or specific position.

Applicant files are destroyed one year after they are received. Thank you for your interest and please contact the school district if we can be of further assistance.

Sincerely,

Richard Hargrove  
Superintendent  
richard.hargrove@spre4.org

*SPRINGFIELD SCHOOL DISTRICT RE-4*  
389 TIPTON STREET  
SPRINGFIELD, CO 81073  
www.spre4.org

District Office: 719-523-6654  
District Fax: 719-523-4192

JH/HS Office: 719-523.6522  
Elementary Office: 719-523-4391

**APPLICANT NOTE**

The attached application form is intended for use in evaluating your suitability for employment. This is not an employment contract. Please answer all appropriate questions completely and to the best of your ability. False or misleading statements are grounds for refusal or termination of employment and benefits. Federal law provides penalties for false statements or documents related to U.S. employment eligibility. All qualified applicants will receive consideration without discrimination because of sex, marital status, race, age, creed, national origin or the presence of non-job related handicaps, and such information may be omitted from this form.

I certify that I have read and understand the Applicant Note and that the answers given by me to the questions and statements made by me are complete and true to the best of my knowledge. I understand that any false information, omissions or misrepresentations of facts called for in the attached Application for Employment may result in the rejection of my application or the termination of my employment at any time during my employment. I authorize Springfield School District RE-4 and/or its agents, including consumer-reporting bureaus, to verify any of this information including, but not limited to, workers' compensation claims history, criminal history and motor vehicle driving records. I authorize all persons, former employers, school, governmental agencies and law enforcement agencies to release any information concerning my background.

---

Applicant Signature

---

Date

CERTIFIED EMPLOYMENT APPLICATION

Springfield School District RE-4

389 Tipton St., Springfield, CO 81073

719-523-6654

www.spre4.org

Personal Information

Name \_\_\_\_\_ Social Security# \_\_\_\_\_  
Last First Middle Initial

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

Until \_\_\_\_\_ Telephone No. ( \_\_\_\_\_ ) \_\_\_\_\_

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

Permanent Phone ( \_\_\_\_\_ ) \_\_\_\_\_

Position Desired: \_\_\_\_\_  
First Choice Second Choice

Endorsed Area: \_\_\_\_\_  
Major Area Minor Area

Do you presently hold a Colorado Teaching Certificate or Colorado License? Yes No

Date Issued: \_\_\_\_\_ Date Expires: \_\_\_\_\_

If "No", please explain status of application. \_\_\_\_\_

Are you currently under contract? Yes No If so, date available

---

Have you been dismissed from any teaching position for immoral or unprofessional conduct or unfitness for services?

Yes No

Have you had a credential, certificate, license to teach or any area of endorsement denied, revoked, or suspended?

Yes No

Have you been convicted of a felony or a misdemeanor (other than minor traffic offenses)?

Yes No

If your answer is yes to any of the above questions, please provide complete details on a separate sheet stating date, charge, place and action taken.

Have you completed the Colorado Assessment Tests for licensure? Yes No

If not, which Assessment Tests have you taken? \_\_\_\_\_

What foreign languages do you speak, read and/or write? \_\_\_\_\_

Degree of Fluency: (Circle one) Minimal Moderate Intermediate Fluent



**PROFESSIONAL PREPARATION** (College or University-Begin with most recent)

Dates	Name of Institution	Major	Minor	Year of Graduation	Degree

**TEACHING EXPERIENCE** - Begin with most recent (Include student teaching if less than 2 years experience)

From Level	To	School & Level	Address	Supervisor & Phone

Total number of years teaching experience: \_\_\_\_\_ years

If employed in a previous teaching position, please indicate your reason(s) for departure:

---



---

**WORK RELATED EXPERIENCE** (Include Military - Begin with most recent)

Date	Name of Institution	Assignment	Salary

Add here any special honors, outstanding achievements, awards, etc., or individual strength not identified earlier in this application which you feel will assist in arriving at a true estimate of your qualifications.

---



---



---

What are your three most important reasons for wanting to be a teacher?

---

---

---

---

---

What three things do you want to know about your students in order to be most helpful to them?

---

---

---

---

---

When you think about your students, in what major ways do you most want to influence their lives?

---

---

---

---

Is there anything else that you would like to add to help us know your basic views about teaching?.

---

---

---

---

---

---

This application, when completed should be returned to the Personnel Office of Springfield School District Re-4, 389 Tipton Street, Springfield, CO 81073 or FAX (719) 523-4192.

Before employment with Springfield School District RE-4 I understand that I will be required to take and sign an Applicant's Oath, Teacher Oath, a drug free policy statement, have or make application for proper Teacher Certification and grant the District permission to do a background check.

All materials will be available to the selected screening committees, District Administration and the Board of Education. All materials will be held on file for one year.

**PLEASE READ CAREFULLY BEFORE SIGNING**

I certify that the information on this application and any supplement is true and correct to the best of my knowledge. I understand that employment is contingent upon investigation of all statements contained in this application and any supplement. I also understand that an omission or falsification of information on this application or any supplement may result in refusal of, or immediate discharge from employment.

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

Thank you for completing this application form and for your interest in employment with us. We would like to assure you that your opportunity for employment with this District will be based only on your merit and on no other consideration.

**Springfield School District RE-4 complies with the Civil Rights Act of 1964 and is an equal opportunity educational institution and will not discriminate on the basis of age, race, color, national origin, sex and handicap in its activities, programs, or employment practices as required by Title VI, Title IX, and Section 504. For information regarding civil rights or grievance procedures, contact - Superintendent, Springfield School District Re-4, 389 Tipton Street, Springfield, CO 81073, (719) 523-6654 or to the Office for Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 North Speer Blvd., Suite 310, Denver, Colorado 80204, (303) 844-2991.**