

Dear Applicant:

Thank you for your interest in teaching for the Norwood School District. Enclosed is our District Application and information about the Norwood School District. Applications for teaching positions will be kept on file for 1 year. You must contact the District office if you would like your application to remain active.

In order to have a complete file you must submit:

1. Norwood School District's application and supplemental employment questions
2. Resume and Cover Letter
3. A copy of a current Colorado certificate/license, including all endorsements or evidence of submittal of Colorado license application
4. University/College credential file or three (3) letters of reference
5. Official Transcript

We post job openings on the Internet at:

Norwood School District ([www.norwoodk12.org](http://www.norwoodk12.org))

Colorado Association of School Executives ([www.co-case.org](http://www.co-case.org))

[www.teachers-teachers.com](http://www.teachers-teachers.com)

Questions regarding Colorado teaching licenses should be directed to the Colorado Department of Education in Denver at 303-866-6628, or to CDE's web site at ([www.cde.state.co.us](http://www.cde.state.co.us))

Sheila Henderson  
Human Resource Director  
Norwood School District R2-Jt  
970-327-4336  
970-327-4116 fax  
[shenderson@npsmavs.com](mailto:shenderson@npsmavs.com)

## Norwood Public Schools R2-Jt

PO Box 448  
1225 West Summit Ave  
Norwood, CO 81423

970-327-4712  
970-327-4116 fax  
[www.norwoodk12.org](http://www.norwoodk12.org)

### Application for Certified Employment

Date: \_\_\_\_\_ Social Security # \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Name: \_\_\_\_\_

Last

First

Middle

Mailing Address: \_\_\_\_\_

P.O./Street

City

State

Zip

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

Telephone: \_\_\_\_\_

Permanent Address: \_\_\_\_\_

P.O./Street

City

State

Zip

Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Are You Currently Employed? Yes \_\_\_\_\_ No \_\_\_\_\_

May we contact you at work? Yes \_\_\_\_\_ No \_\_\_\_\_

Work Phone: \_\_\_\_\_

Position(s) applying for: \_\_\_\_\_

Date you can start: \_\_\_\_\_

Are you a U.S. Citizen? Yes \_\_\_\_\_ No \_\_\_\_\_

If NO are you authorized to work in the U.S.? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever been convicted of a crime? Yes \_\_\_\_\_ No \_\_\_\_\_

If YES, provide dates, details and disposition of the case: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you ever been non-renewed? Yes \_\_\_\_\_ No \_\_\_\_\_

If YES, for what reason? \_\_\_\_\_

Have you ever resigned from a teaching position? Yes \_\_\_\_\_ No \_\_\_\_\_

If YES, would you have been offered a contract to return? Yes \_\_\_\_\_ No \_\_\_\_\_

Do you have a valid Colorado Teaching Certificate? Yes \_\_\_\_\_ No \_\_\_\_\_

If YES, list Colorado Certificates/Endorsements and Expiration Dates:

\_\_\_\_\_  
\_\_\_\_\_

Please list extracurricular activities for which you are qualified and willing to sponsor. Also list athletic activities which you are qualified to coach: \_\_\_\_\_  
\_\_\_\_\_

Do you speak a language other than English? \_\_\_\_\_

**Education**

<b>High School</b>	<b>Location</b>	<b>Date Graduated*</b>
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<b>Colleges/Universities</b>		<b>Sem.</b>	<b>Sem.</b>	<b>Graduated</b>
<b>Name</b>	<b>Location</b>	<b>GPA</b>	<b>Major(s) Hrs.</b>	<b>Minor(s) Hrs.</b>
				<b>Mo/Yr</b>

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**List Honors Received** \_\_\_\_\_

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*\*The Age Discrimination in Employment Act of 1967 prohibits discrimination on the basis of age with respect to individuals who are at least 40 but less than 65 years of age.*

**Employment (List most recent first):**

**Educational Employment:**

<b>School</b>	<b>Address</b>	<b>Position Supervisor</b>	<b>Date</b>
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**Other Employment (Non-Teaching)**

<b>Name/Address of Company</b>	<b>Position</b>	<b>Supervisor</b>	<b>Date</b>
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**References**

List any Superintendents, Supervisors and Principals who are familiar with your professional success. If you have had no teaching experience, give the names of your College Instructors with whom you have taken your major subjects. Please also include one personal reference that is neither a former employer nor a relative.

Name	Present Position	Present Address	Phone Number

**Applicant's Statement**

I certify that answers given herein are true and complete. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I understand that this application is not, and is not intended to be, a contract of employment.

In the event of employment, I understand that false or misleading information given in my application, employment records, or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the Norwood School District R2-Jt.

I authorize Norwood School District R2-Jt. to make an investigation of my personal or employment history and authorize any former employer, person, firm, corporation, school, college, credit agency, or governmental agency to give the Norwood School District R2-Jt. pertinent information they may have regarding me. This authorization shall remain in effect during the course of my employment with the school district for the purpose of verifying any information contained in my employment application. In consideration of the Norwood School District's review of this application, I release the school district and all providers of information from any liability as a result of furnishing and receiving this information.

I understand that any offer of employment may be conditional upon the results of a post offer medical inquiry and/or medical examination, and the result of legally required background checks verifying felony or misdemeanor convictions.

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**Signature of Applicant**

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**Date**

**Please respond to the Teacher Application Supplement Questions on the next page -**

**Teacher Application Supplement Questions**  
Please type your answers.

1. Why is rapport with students and parents important in the classroom and how do you build and maintain it?
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
2. Norwood School works to maintain a collaborative school culture. What strengths would you contribute to help maintain and grow this collaborative environment?
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
3. Describe your approach to the following:
  - a. Student engagement
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  - b. Classroom Management/Expectations
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  - c. Teacher/student planning and preparation