



"Charting the Way to Destinations of Excellence in the Real World"

Our Mission Statement: Rocky Mountain Classical Academy exists to support parents in developing citizens of integrity and character who are equipped with a strong knowledge base and academic skills. The basis of this development is rooted in an academically rigorous, content-rich, classical educational program with Core Knowledge emphasis.

Application for Non-Instructional Position

PERSONAL:

Name _____ Date _____
(Last) (First) (MI) (Nickname)

Street Address _____ Email Address _____

City, State, Zip _____

Home Phone (____) _____ Cell(____) _____ Business (____) _____

Position(s) applying for _____ Elementary ____ Middle ____ Home school ____

Date available for employment _____ Full time ____ Part time ____

How did you learn about this job opportunity? _____

WORK EXPERIENCE

In the spaces below, please complete the requested information regarding *all employers*, listing the most recent employer first.

1. Employer: Month/Year – Month/Year Supervisor:

Address/Phone:

Title and Duties: _____

May be contacted ____ Yes ____ No

2. Employer: Month/Year – Month/Year Supervisor:

Address/Phone:

Title and Duties: _____

May be contacted ____ Yes ____ No

3. Employer: Month/Year – Month/Year Supervisor:

Address/Phone:

Title and Duties: _____

May be contacted _____ Yes _____ No

(If additional room is needed, attach additional page to your application.)

OTHER INFORMATION

(Secretary and/or Computer position applicants should answer 1,2 and 3.)

1. Do you type _____ Yes _____ No Speed _____ wpm

2. Have you had any experience in operating a personal computer? _____ Yes _____ No

3. List computer, software and office machines with which you have experience: _____

4. Are you physically and mentally able to perform the essential functions of the position for which you are applying?

_____ Yes _____ No If no, please describe in full: _____

5. Any additional information you would like to provide regarding your skills: _____

6. Would you describe yourself as a team member or an individual achiever? Explain: _____

GENERAL INFORMATION

1. Please state specifically why you desire employment at Rocky Mountain Classical Academy: _____

2. Are you eligible to work in the United States? _____ Yes _____ No

3. Have you previously been employed by Rocky Mountain Classical Academy? _____ Yes _____ No

If yes, give position and dates: _____

4. Have you been convicted of or pleaded no contest to a felony? _____ Yes _____ No

If yes, please explain: _____

Please attach resume including educational background and 3 references. References must include supervisors and others able to speak to your experience in the desired position. A CBI background check and fingerprints will be required for all employees.

RELEASE OF INFORMATION CONCERNING PRIOR EMPLOYMENT

I, _____, authorize Rocky Mountain Classical Academy and its agents to gather information about my prior employment history and references, and I release the school and its agents from any and all liability arising from their good faith efforts in this process.

I also release my prior employers to disclose information regarding my employment to Rocky Mountain Classical Academy and its agents. I release my prior employers and their agents from any and all liability arising from these disclosures.

Signed: _____

Date: _____

Send to:
Rocky Mountain Classical Academy
PO Box 77078
Colorado Springs, CO 80970

Fax to: 719-622-8004

Rocky Mountain Classical Academy – A Tuition-Free D49 Charter School
Grades K-5 1710 Pinos Drive / Colorado Springs, CO 80915
Grades 6-8 3850 Pony Tracks Drive / Colorado Springs, CO 80922
Mailing address: RMCA; PO BOX 77078; Colorado Springs, CO 80970
719-622-8000 / Fax: 719-622-8004