

Contact Information

Administrative Assistant to the Superintendent/HR  
Gunnison Watershed School District  
800 North Boulevard  
Gunnison, CO 81230  
970-641-7760  
970-641-7777 – fax

District Website: [www.gunnisonschools.net](http://www.gunnisonschools.net)

- Cover letter
- Application
- Current resume
- Statement of your "Philosophy of Education"
- Three reference letters (no more than two years old and no family member)
- Transcripts (copies are acceptable)
- Copy of Colorado licensure

Email PDF attachments to: [jklingSmith@gunnisonschools.net](mailto:jklingSmith@gunnisonschools.net)

Position for which you are applying: \_\_\_\_\_

**PERSONAL INFORMATION**

Name \_\_\_\_\_ Phone \_\_\_\_\_

Home Address \_\_\_\_\_

Mailing Address (if different) \_\_\_\_\_

Cell (    ) \_\_\_\_\_ Home Phone (    ) \_\_\_\_\_

Email Address \_\_\_\_\_

Present Position \_\_\_\_\_ Since \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Type of Organization \_\_\_\_\_ Annual Budget \$ \_\_\_\_\_

School Enrollment \_\_\_\_\_ District Enrollment \_\_\_\_\_

Number of People Responsible to you \_\_\_\_\_

Present Salary \$ \_\_\_\_\_ Benefits and approximate values \_\_\_\_\_

Are you eligible for a Colorado Professional Administrator License? \*\* Yes \_\_\_ No \_\_\_ Uncertain \_\_\_

\*\* For further information contact: Colorado Department of Education, Denver, CO (303-866-6628)

## PROFESSIONAL PREPARATION

List in reverse chronological order.

Degree	Institution and Location	Dates Attended	Date of Degree	Major/Minor

Please list your special achievements, (Publications, fellowships, honors, consulting, community recognition, professional organizations, etc):

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## EMPLOYMENT HISTORY

Please list your last six full-time positions in reverse chronological order.

Institution and Location	Position	From/To	Students	Reasons for Leaving

May we contract your present employer?    Yes\_\_\_    No\_\_\_

# REFERENCES

**Name**

**Position**

**Present Address**

**Daytime Phone**

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Have you ever been convicted of any crime (other than a minor traffic violation)? Yes\_\_\_ No\_\_\_

If yes, what was the disposition of the case? \_\_\_\_\_

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I request that this application and my candidacy be held in strict confidence. Yes\_\_\_ No\_\_\_

I certify that all statements made on this application are true, complete, and current. I authorize investigation of all statements on this application.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

All qualified applicants will receive consideration for employment without regard to race, color, creed, sex, or national origin. This school district offers equal opportunity and treatment to all employees and qualified applicants.

No smoking is allowed in any school district working/meeting areas or vehicles. Selected applicant must comply with the Gunnison Watershed School District's Drug-Free Workplace Policy.

