

ASH FORK JOINT UNIFIED SCHOOL DISTRICT NO. 31

P. O. Box 247, 46999 N. 5th Street, Ash Fork, AZ 86320 ph. 928-637-2561 fax 928-637-2623

APPLICATION FOR EMPLOYMENT

(PLEASE TYPE OR PRINT)

Please fill out this application COMPLETELY. We are an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin, or disability.

Legal Name _____	Date _____
Address _____	
City _____	State _____ Zip _____
Phone # _____	Business # _____ Message # _____
DOB: _____	SS #: _____ Drivers License # _____ State _____
Position for which you are applying (specify job title) _____	
(A separate application is required for each position)	

“YES” answers to the following five (5) questions will not necessarily result in denial of employment. The District will consider all the circumstances, including the data and nature of events that have led to the actions described below. Your written explanation will assist the district in determining your eligibility and suitability for employment. Attach additional sheets if necessary.

1. Have you ever been convicted of, admitted committing, or are you awaiting trial for ANY CRIME including misdemeanors, and not limited to any dangerous crime against children as defined by ARS 13.504.01 (exclude only minor traffic violations not involving any allegation of drug or alcohol impairment)? You must answer “YES” even if the matter was later dismissed, deferred, vacated or expunged. If you answer “YES” you must provide dates of the proceedings, the court where the proceeding occurred, a statement of the accusation against you and the final disposition of the case(s).

YES () NO () Location: _____
 Explanation: _____

2. Have you ever been dismissed (fired) from ANY job, or resigned at the request of your employer, or resigned while charges against you or an investigation of your behavior was pending? You must answer “YES” even if the matter was later resolved with any form of settlement or severance agreement, regardless of its terms. If you answer “YES” you must provide the date of termination of employment, the name, address and telephone number of the employer(s) and a statement of the alleged reasons for termination.

YES () NO () Location: _____
 Explanation: _____

3. Have you ever had any license or certificate OF ANY KIND (teaching certificate or otherwise) revoked or suspended, or have you in any way been sanctioned by, or is any charge or complaint now pending against you before any licensing certification or other regulatory agency or body, public or private? If you answer “YES” you must provide the dates of proceedings, name, address, and telephone number of the agency or body where proceedings took place, a statement of the accusations against you and the final disposition.

YES () NO () Location: _____
 Explanation: _____

4. Are you now being investigated for any alleged misconduct or other alleged grounds for discipline by any licensing, certification or other regulatory body (teacher certification or otherwise) or by your current or any previous employer? If you answer “YES” you must provide the name, address and telephone number of the employer or licensing body and a statement of the accusations against you.

YES () NO () Location: _____
 Explanation: _____

5. Are you now or have you ever been a claimant under Workman's Compensation? If so, please provide circumstances, current and/or previous percentage (%) and nature of claim and Doctor's release with date. (All district classified positions have a minimum 50 lb. lift requirement.) A physical examination may be required as a condition of employment. Attach additional sheets as necessary. _____

BACKGROUND CHECK INVESTIGATION AND RELEASE

(Read these paragraphs before signing this application)

I, _____ (applicant's name) have applied for employment with this School District to work as a _____ (job title). I understand that in order for the School District to determine my eligibility, qualifications and suitability for employment, the School District will conduct a background investigation if I am considered for an offer of employment. This investigation may include asking my current and any former employer and educational institutions I have attended about my education, training, experience, qualifications, job performance, professional conduct and evaluations, as well as confirming my dates of employment or enrollment, position(s) held, reason(s) for leaving employment, whether I would be rehired, reasons for not rehiring (if applicable) and similar information. I hereby give my consent for any employer or educational institution to release any information requested in connection with this background investigation. According to the Family Educational Rights and Privacy Act, I understand that I have a right to see most education records that are maintained by any educational institution. I waive _____ / do not waive ___ (initial only one) my right to see any written reference or other information provided to the School District by any educational institution.

According to Arizona Revised Statutes Section 23-1361, any employer that provides a written communication to the School District regarding my current or past employment must send me a copy at my last known address. I acknowledge that some employers are unwilling to provide factual written references concerning a current or past employee unless they may do so confidentially, without revealing the references to the employee, and that the School District will not further consider my application if it cannot complete its background investigation. I waive _____ / do not waive _____ (initialize only one) my right to receive a copy at any written communication furnished to the School District by any employer.

Whether or not I have waived my right to see or to receive copies of written references furnished to the School District by employers or educational institutions, I release, hold harmless and agree not to sue or file any claim of any kind against any current or former employer or educational institution, and any officer or employee of either, that in good faith furnishes written or oral references requested by this School District to complete its background investigation.

Applicant's Signature: _____ Date Signed: _____

FINGERPRINT CHECK

(Read these paragraphs before signing this application)

Upon conditional date of hire, all classified applicants must be fingerprinted by any law enforcement agency. Fingerprint checks will be made by the Arizona Department of Public Safety and the Federal Bureau of Investigation in Phoenix, Arizona. Upon conditional hire, all classified applicants must pay the cost of the fingerprinting to Ash Fork Joint Unified School District No. 31. (Certified applicants pay the cost of their fingerprinting directly to the State.)

All employment with Ash Fork Joint Unified School District No. 31 is conditional until the Governing Board approves such employment and until all background checks, including those involving mandatory fingerprinting, have proved to be satisfactory.

Upon conditional hire, all classified applicants must certify, before a notary public, on a written form to be provided by the District, that they are not awaiting trial and have never been convicted of or admitted committing criminal offenses as specified in "Certification in Accordance with ARS 512."

Applicant's Signature: _____ Date: _____

EMPLOYMENT HISTORY

Please begin with your current or last job. Account for complete employment history for the last ten (10) years. Include military service assignments and any gaps in employment including unemployment, schooling, etc. Attach additional sheets if necessary.

Employer #1 _____	
Address: _____	Phone #: _____
Duties/Responsibilities: _____	
From: _____ To: _____ Salary/Wage per: () Hour () Week () Month () Year	
Starting Salary/Hourly Rate: \$ _____	Ending Salary/Hourly Rate: _____
Job Title: _____	Supervisor: _____
Reason for leaving: _____	

Employer #2: _____	
Address: _____	Phone #: _____
Duties/Responsibilities: _____	
From: _____ To: _____ Salary/Wage Per: () Hour () Week () Month () Year	
Starting Salary/Hourly Rate: \$ _____	Ending Salary/Hourly Rate: _____
Job Title: _____	Supervisor: _____
Reason For Leaving: _____	

Employer #3: _____	
Address: _____	Phone #: _____
Duties/Responsibilities: _____	
From: _____ To: _____ Salary/Wage Per: () Hour () Week () Month () Year	
Starting Salary/Hourly Rate: \$ _____	Ending Salary/Hourly Rate: _____
Job Title: _____	Supervisor: _____
Reason For Leaving: _____	

Employer #4: _____	
Address: _____	Phone #: _____
Duties/Responsibilities: _____	
From: _____ To: _____ Salary/Wage Per: () Hour () Week () Month () Year	
Starting Salary/Hourly Rate: \$ _____	Ending Salary/Hourly Rate: _____
Job Title: _____	Supervisor: _____
Reason For Leaving: _____	

EDUCATION AND TRAINING BACKGROUND

Please include: The school name, location, diploma or degree received and what your studies were.

High School: _____	Location: _____
Diploma Received? Yes _____ No _____	Date: _____ City _____ State _____
(Must attach copy of high school transcript or if college graduate, attach copy of college transcripts.)	

Trade School: _____	Location: _____
Diploma or Degree Received: _____	City _____ State _____
Major Field of Study: _____	Date: _____

College: (Please check all that apply): () AA () BA or BS () MA, MS () M Ed. () Ed. D. or Ph. D.

Degree	Additional Hours Earned	Name & Location of Institution	Major	Minor	Date Degree Granted
(Circle all that apply)					
1. AA					
2. BA / BS					
3. MA/MS/ M/ ED					
4. ED Specialist					
5. Ed. D. / Ph. D.					
6. Other:					
NOTE: Since verification of college course work is required, copies of college transcripts <u>MUST ACCOMPANY</u> the application.					

CURRENT ARIZONA CERTIFICATES OR LICENSES: Must attach copy of current AZ certificate.			
Certificate type:	Approved Subject Areas:	Endorsements:	Expiration Date:
			Expiration Date:
			Expiration Date:
			Expiration Date:

STUDENT TEACHING EXPERIENCE:				
Name of School	Location: City/State	Grades or Subject Taught	Dates	Cooperative Teacher

TEACHING EXPERIENCE:				
Name and Type Of School (Elem., Jr. High, etc.)	Location City/State	Grades or Subjects Taught	Dates:	Reason for Leaving

OTHER TRAINING:		
Please list by years, title of training, conferences, in-services, etc. attended. Do not list courses taken as a part of degree work.		
1.	Type of Training:	Year:
2.	Type of Training:	Year:
3.	Type of Training:	Year:
4.	Type of Training:	Year:
5.	Type of Training:	Year:
6.	Type of Training:	Year:
7.	Type of Training:	Year:
8.	Type of Training:	Year:

List any Honors, Awards, Copyrights, etc.

ARIZONA STATE CERTIFICATION

Out of State applicants and other proof of certification are responsible for contacting: Teacher Certification Unit, Arizona State Department of Education (602-542-4367), 1535 West Jefferson, P.O. Box 6490, Phoenix, Arizona 85005-6490, to determine eligibility for Arizona certificate.

PROFESSIONAL, TRADE, BUSINESS OR CIVIC ORGANIZATIONS

MILITARY HISTORY

Job-related Training: _____
Current Status: _____ Branch of Service: _____
Honorable Discharge? _____ Date: _____

PERSONAL DATA

- If under 18 years of age, can you provide proof of eligibility to work? YES NO
- Do you have proof of legal authority to work in the United States? YES NO
- Have you ever applied with Ash Fork School District before? YES NO
- May we contact your present employer? YES NO
- Have you ever worked for Ash Fork School in the past? YES NO. If yes, when and which department. _____
- Can you perform the essential job functions of the job for which you are applying? YES NO
- List languages other than English that you speak fluently. _____
Read _____ Write _____
- Have you been ticketed for a moving violation in the last three-years? Or received any other tickets? YES NO If yes, please explain. _____
- Are you currently on "layoff" status from a previous employer, subject to recall? YES NO
- When could you start employment with us? _____
- Are you available for full time part time shift work?
- If required, are you available to travel? YES NO
- Are you currently under contract to any other employer? Name: _____
Address: _____ Phone: _____

REFERENCES OTHER THAN PREVIOUS EMPLOYERS

Give names and complete addresses of three references that are familiar with your personality, character, and work habits. Do not include personal friends; relatives or those references in your placement records.

1. Name: _____	Title: _____
Address: _____	Phone: _____
2. Name: _____	Title: _____
Address: _____	Phone: _____
3. Name: _____	Title: _____
Address: _____	Phone: _____

In your own handwriting, please explain what contributions you believe that you can bring to Ash Fork Joint Unified School District #31 in the position for which you have applied. Attach additional sheets if necessary.

