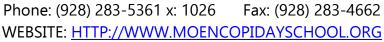


### **MOENCOPI DAY SCHOOL**

POST OFFICE BOX 185 TUBA CITY, ARIZONA 86045



Apply: <u>APPLY@MOENCOPI.K12.AZ.US</u>



# PLEASE ATTACH REQUESTED DOCUMENTS TO THE EMPLOYMENT APPLICATION

- ✓ Employment Application
- ✓ Letter of Interest
- ✓ Three Letters of Recommendations (within 90-days)
- ✓ Resume
- ✓ High School Diploma, GED or College—Unofficial Transcript(s)
- ✓ Certified and/or Substitute positions—attach Endorsement(s)
- ✓ 10-Year Background Check—Hopi Law Enforcement Inquiry Check **(or)** Navajo Nation Criminal/Traffic Record.
- ✓ CIB and First Aide/CPR Certification

Upon selection, applicant will be subject to complete other required forms prior to the first day of employment.

**HOW TO APPLY**: Human Resources Department, (928) 283-5361 ext. 1026/1023. Application available on our website www.moencopidayschool.org and are accepted via **email** (apply@moencopi.k12.az.us), **mail** (P.O. Box 185, Tuba City, AZ 86045), **Fax** (928) 283-4662. Electronic signature is accepted. We do not make copies.

BACKGROUND CHECK: PL101-630 & 647 (25USC§3207), requires a criminal history records check as a condition of employment for positions that involve regular contact with or control over Indian children.

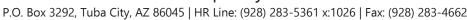
INDIAN PREFERENCE: The Hopi Tribe gives preference to eligible and qualified applicants in accordance with the Moencopi Day School (MDS) Hopi Preference Policy, then to qualified Natives and Non-Native Americans.

Preference is given to qualified Hopi and other Native American applicants.



# **EMPLOYMENT APPLICATION**

# Moencopi Day School



Date of Application:\_\_\_\_\_



### PERSONAL INFORMATION

Last, First Name:			Mai	den/AKA Name	S:	
Mailing Address:			City	, State, Zip:		
Email Address:			Мо	bile No:		
Tribal Affiliation:	Tribal No.:		Mili	tary/Branch/Disc	harge:	
POSITION INFORMATION  Position Applying For:					Closes.	
Have you applied with Moencopi Day Sc	nool before?	YES []	NO 🗌	Dates:		_
EDUCATION		Dates A	ttended	No. of	Type of Degree Earned	
Univ/College/Tech/High School (Nam	e and State)	FROM (mm/yy)	TO (mm/yy)	Credit Hrs completed	,.	
Why are you interested in working with N	Moencopi Day	y School? _				
Professional Certification: List State(s) a	and Date lice	nsed (attacl	n copy):			
					_	
					YOU ARE ATTACHING YOUR RESUME, it m	ust
have the pertinent information below	to receive c	redits for y	our experie	nces.		
1) Employer name and address:	Position Title	e:				
	Duties:					
Start—End Dates:						
Telephone:	Supervisor:				Reason for Leaving:	
2) Employer name and address:	Position Title	e:				
	Duties:					
Start—End Dates:						

Tel	ephone:	Supervisor: Reason for Leaving:			
3)	Employer name and address:	Position Title:			
		Duties:			
Sta	rt—End Dates:				
310	it End Dates.				
Tel	lephone: Supervisor: Reason for Leaving:		Reason for Leaving:		
4)	Employer name and address:	Position Title:			
		Duties:			
Sta	rt—End Dates:				
Tel	ephone:	Supervisor:	Reason for Leaving:		
If te	erminated from any of these po	ositions, please explain:			
1)			mprisoned, been on probation, or been on parole for any		
			uilty or nolo contender (no contest). (Leave out traffic fines r dismissed, deferred, vacated, or expunged.	YES	NO
2)	2) Have you been convicted by a military court-martial?				
				YES	NO
3)	3) Are you now under charges or awaiting trial for any violation of law?				NO
				YES	NO
4) Have you ever been fired from any job for any reason, did you quit after being told that you would be fired, have you resigned at the request of your employer or while employment charges or an investigation into your conduct was pending, or did you leave			YES	NO	
	any job by mutual agreement beca				
5)	Have you ever been arrested for or if the matter was later dismissed, do	5	d, a sex crime or drug felony? You must answer "Yes" even	VEC	NO
	ii the matter was later dismissed, di	REQUIRED BY PL 10	01-647	YES	NO
6)	•	•	nded, have you been sanctioned penalized or investigated		
	by any licensing, certifying, or regu you by virtue of any license of certi		igation, disciplinary action complaint now pending against	YES	NO
7)			dere (no contest) or guilty to, any felony or misdemeanor		
	offenses under Federal, State, or tribal law involving crimes of violence; sexual assault, molestation, exploitation, contact or prostitution; crimes against persons; or offenses committed against children?			YES	NO
8)	In the last 5 years have you illegal	<b>REQUIRED BY PL 10</b> ly used any controlled substance, i.e.	marijuana, cocaine, hashish, narcotics (opium, morphine,		
	· · · · · · · · · · · · · · · · · · ·	es, depressants (barbiturates, methac	qualone, tranquilizers, etc.), hallucinogenic (LSD, PCP, etc.),	YES	NO
		•			
9)	In the last 5 years, have you been involved in the illegal purchase, manufacture, trafficking, production, transfer, shipping, receiving, or sale of any narcotic, depressant, stimulant, hallucinogen, or cannabis, for own intended profit or that of another?			NO	

10) <b>If you answered "YES"</b> of occurrence, the name and proceedings, and the final dis	' to any questions above, provided address of the police department of sposition of the matter(s).	vide the date, explanation of violation, or court involved. a statement of the	place of occurrence, fin- e accusations against yo	al disposition, plac ou, the date of an
	Certification the	at my Answers are True		
good faith. I understand that a fal	n, and any attachments to it, are true, se, incomplete, or fraudulent answer t g me after I begin work, and may be p	complete, and correct to the best of to any question or item on any part of	my knowledge and beli f this application or its a	ef and are made intachments may b
			Applicant's initials	Date
SPECIAL SKILLS & LIC	CENSURE			
List other License(s):				
Other Languages Spoken?				
•	nal skills and information rega	,		
REFERENCES Persons ot are applying.	ther than relatives who can attes	st to your character and ability r	regarding the position	on for which yo
Name	Email Address	Telephone Number	Relationship	YRS Known
J				
IN CASE OF EMERGE	NCY, PLEASE NOTIFY:			
Name		Relationship		
Address		Telephone N	lo	
	CONDITION	OF EMPLOYMENT		
or omission of information) we statements contained herein. I current and previous employme may result from furnishing such	You must sign this statement information given by me in this a will disqualify me from employment also authorize the employers and the end any pertinent information. In submitting this apperty of Moencopi Day School and the end of	ent or cause my subsequent disn Nor references listed to release a Additionally, I release all parties t application, I further understand t	at false information (m nissal. I authorize inv ny and all information from any liability for a	vestigation of all n concerning my ny damages that
Applicant Signature		Date _		

# **Equal Employment Opportunity Information Self Identification**

#### **New Hire EEO-1 Data Sheet**

Please complete this New Hire EEO-1 Data Sheet. It will supply us with information we need for federal reporting obligations. Please be advised that this information will be used and kept confidential, in accordance with applicable laws and regulations. This information will not be used as the basis for any adverse employment decision.

not be ι	used as the ba	ssis for any adverse employmer	nt decision.	
Name _				Social Security # (last 4 digits)
	Last	First	Middle	
EEO-1	Self-Identi	fication		
and reg this info obtained of appl	gulations. To formation is ed will be ke licable laws,	o comply with these laws, we soluntary and refusal to pt confidential and separate executive orders, and regula	e invite you to voluntar provide it will not subjection personnel files. I ations, including those r	equirements for the administration of civil rights laws ily self-identify your race or ethnicity. <b>Submission of</b> ject you to any adverse treatment. The information t may only be used in accordance with the provisions equiring information to be summarized and reported , data will not identify any specific individual.
Ethnic	city:			
	-	or Latino: A person of Cuba regardless of race.	n, Mexican, Puerto Ricar	, South or Central American, or other Spanish culture
	White (No or North A		erson having origins in a	ny of the original peoples of Europe, the Middle East,
	Black or A	African American ( <u>Not</u> Hisp	panic or Latino): A pers	on having origins in any of the black racial groups of
		waiian or Other Pacific Isla Guam, Samoa, or other Pac		<b>.atino):</b> A person having origins in any of the peoples
	Asia, or th	-	uding, for example, Cam	any of the original peoples of the Far East, Southeast bodia, China, India, Japan, Korea, Malaysia, Pakistan,
		and South America (include	-	A person having origins in any of the original peoples and who maintain tribal affiliation or community
		ore Races ( <u>Not</u> Hispanic of those who identify themselv		who identify with more than one of the above races,
Vetera	an:	No Military Service	Veteran- Other	Disabled Vietnam Era Veteran
		Vietnam Era Veteran	Disabled Veteran	- Other
Are yo	ou an indivi	dual with a disability:	Yes No	<b>Gender:</b> Male Female
Age:	15-24	years old 3	5-44 years old	55 years old or greater
	25-34	years old 4	5-54 years old	
How	did you first	t learn of this job opening	· ?	
☐ Ne	ewspaper:			Other:
		www.		
	<u> </u>			
Sign:_	me			Date:

# Disclosure and Authorization for Background Investigation

I understand that in connection with my application for employment (including contracts for service), Moencopi Day School (MDS) will use an outside agency to research and verify information I have provided. I hereby authorize MDS and/or entity directed by MDS prior to or at any time after my employment commences to obtain a consumer report for employment purposes. I understand this consumer report may include inquiries regarding my work history; court records, including criminal conviction records, as permitted by law; driving history; verifications of Social Security number; and references obtained from professional and personal associates.

I hereby authorize all previous employers, educational institutions, consumer reporting agencies and other persons or entities having information about me to provide such information to MDS or other entities that obtains information for MDS. I further fully release MDS, its employees, officers, directors, agents, successors and assigns, and all other parties involved in the investigation, from any claim or action for aby liability whatsoever related to the process or results of the background/reference investigation.

I understand results of my background check may be used in determining whether to make me an offer of employment and other employment decisions, and that the Disclosure Authorization is not an offer for employment by MDS or a contract with MDS. I further understand that no representative of MDS other than the Chief School Administrator, has the authority to enter into any agreement for employment for any specified period, or to otherwise alter MDS At-Will Employment Policy.

#### COMPLETE ALL INFORMATION REQUESTED TO AVOID DELAYS IN YOUR HIRE

Last Name:	First Name:		Middle:
Maiden/AKA Names:		Month/Years Used:	<u> </u>
Social Security No:		Place of Birth:	
Driver's License/I.D. No:		State:	Zip:
Do you have the legal right to work in the U.S? YES	№ □	(If yes, proof of work e	eligibility will be required.)
FOR IDENTIFICATION PURPOSES ONLY: Date of Birth		(Month/Day/Year	)
YOUR ADDRESSES WITHIN TH  1 2 3		Dates F	From To From To From To
4		Dates F	rom To
5		Dates F	From To
6		Dates F	rom To
I hereby authorize Moencopi Day School, Inc., to receithe files of any State or local criminal justice agency in	•	y record information po	ertaining to me which may be in
Sign:		Date:	

# **Applicant Screening Questionnaire**

## Indian Children Protection Requirements

Print Name:				
Job Title: Social Security Number				
Notification Requirements				
Section 231 of the Crime Control Act of 1990, Public Law 101-647 (codified in 42 United States Code § 13041), requires that employment applications for Federal childcare positions have applicants sign a receipt of notice that a criminal record check will be conducted as a condition of employment. Further, it is required to ask the following:				
HAVE YOU EVER BEEN ARRESTED OR CHARGED WITH A CRIME INVOLVING A CHILD?				
YES If "yes," provide the date, explanation of the violation, disposition of the arrest(s) or charge(s), place of occurrence, and the name and address of the police department or court involved.  NO				
Section 408 of the Miscellaneous Indian Legislation, Public Law 101-630 (codified in 25 United States Code § 3207), requires a criminal history records check as a condition of employment for positions with the Moencopi Day School that involve regular contact with or control over Indian children. Further, it is required to ask the following:				
Have you ever been arrested, found guilty of, or entered a plea of nolo contendere (no contest) or guilty to, any felonious offense, or any of two or more misdemeanor offenses under Federal, State, or tribal law involving crimes of violence; sexual assault, molestation, exploitation, contact or prostitution; crimes against persons; or offenses committed against children?				
YES If "yes," provide the date, explanation of the violation, disposition of the arrest(s) or charge(s), place of occurrence, and the name and address of the police department or court involved.  NO				
I certify that my response to the above questions is made under Federal penalty of perjury, which is punishable by fine or imprisonment, and that I have received notice that a criminal history records check will be conducted and is a condition of employment. I understand my right to obtain a copy of any criminal history report made available to the Moencopi Day School and my rights to challenge the accuracy and completeness of any information contained in the report.				
Applicants' Signature				
Date:				