

CLASSIFIED EMPLOYMENT APPLICATION



Shonto Preparatory School HUMAN RESOURCES DEPARTMENT

P.O. Box 7900, East Highway 160 & State Route 98

Shonto, Arizona 86054-7900

(928) 672-3513/3523

FAX (928) 672-3502

WEBSITE: www.shontoprep.org

POSITION APPLYING FOR: _____

From what source were you referred to Shonto Preparatory School? _____

APPLICANTS MUST INCLUDE THE FOLLOWING:

SPS APPLICATION	CIB/ BIA 4432 FORM
LETTER OF INTEREST	(3) RECOMMENDATION LETTERS (Within the last year)
RESUME (Current)	AZ DPS IVP FINGERPRINT CLEARANCE CARD
HIGH SCHOOL DIPLOMA/GED	CPR/FIRST AID CERTIFICATE
COLLEGE TRANSCRIPTS (Official required if offered employment.)	VALID CERTIFICATIONS OR LICENSES

This School does not discriminate on the basis of age, race, color, national origin, religion, sex, or disability in its employment practices.

PERSONAL INFORMATION

Last Name	First Name	Middle	Application Date
Present Address		City	Zip Code
		State	
Home Phone	Cellular Phone	Social Security Number	
Previous Last Name(s)		Other Contact Phone/Person	

Email Address _____

Have you ever worked for Shonto Preparatory School before? If so, provide job title, department and dates of employment

Yes No

Are you currently working for Shonto Preparatory School? If so, provide job title, department and date hired

Yes No

If currently employed, may we contact your present employer?

Yes No

Are you a citizen of the United States? Yes No If not, do you hold the legal right to be employed in the United States? Yes No

If you are not a citizen but have the legal right to be employed, please provide your Visa number _____

If hired, you will be required to submit proof of identity and eligibility to work in the United States as required by the Immigration Reform and Control Act of 1986

CONDITIONS OF EMPLOYMENT

READ THIS PARAGRAPH BEFORE SIGNING THIS APPLICATION.

Every answer I have provided on this Application is both complete and truthful. I understand and agree that: (1) if any information is omitted from or not filled in on this Application, or if any false information is furnished, the employer will reject my Application, (2) if any false information is furnished, I will be ineligible for any future consideration for employment and may be subject to criminal prosecution, and (3) if I am employed by the employer, I may be dismissed from employment, criminally prosecuted, and if certified or licensed, my certificate or license may be revoked, if it is later determined that I have furnished false information on this Application.

This Application is signed under the penalty of perjury, subject to all applicable punishments, pursuant to 42 U.S.C. §13041(d).

SIGNATURE OF APPLICANT (unsigned applications are not valid)

Date

All complete applications will be kept on active file for one school year or until confirmation has been received that you have signed a contract.

EDUCATIONAL HISTORY

Check last grade completed in elementary or high school Name and Location (City/State) of last High School Month/Year
 1 2 3 4 5 6 7 8 9 10 11 12 GED

NAME AND LOCATION OF SCHOOL	No. of Credit Hours Completed	Grade Point Average	Graduated Mo./Yr.	Type of Degree Earned	Curriculum	
					Major	Minor
College or University						
College or University						
College or University						
Other Training (Military, Trade, Internet, and/or Correspondence)						

List additional training you have received that relates to the position for which you are applying. (Courses, seminars, etc.)

OTHER IMPORTANT INFORMATION

List special skills relevant to the position and years of experience (i.e., management or supervisory experience).

List computer-related skills and years of experience. Specify software and hardware experience.

List other equipment and/or office machine operation and years of experience as it pertains to this position.

Shorthand WPM _____ Word Processing WPM _____

List professional organizations, affiliations, and/or honors.

Are you applying for a job that requires a Drivers License? Yes No If yes, please complete:

License Number _____ Class _____ State _____

License Endorsement(s) or Restriction(s)

Have you ever been convicted of anything other than minor traffic violations? If yes, please explain.

Yes No

Note: A conviction will not necessarily bar you from employment. Each conviction will be judged on its own merits with respect to time, circumstance, and seriousness.

RECORD OF EMPLOYMENT

Shonto Preparatory School will confirm dates of employment, positions held, reasons for leaving with prior employers. Explain any gaps in employment and other information relevant to eligibility, qualification, and suitability with prior employers in the Additional Information Section.

NOTE: THIS SECTION MUST BE COMPLETE EVEN IF RESUME IS ATTACHED

Name of <u>present</u> or <u>last employer</u> and address (include city and state)			<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time Number of hours each week:	
Type of Business	Name of Supervisor	Phone Number	Starting Date (Mo/Yr)	Leaving Date (Mo/Yr)
Your Job Title	Second Reference	Phone Number		
Reason For Leaving			Starting Pay \$	Final Pay \$
Description of Work and Responsibilities (attach additional sheets if necessary)				
Name of <u>previous employer</u> and address (include city and state)			<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time Number of hours each week:	
Type of Business	Name of Supervisor	Phone Number	Starting Date (Mo/Yr)	Leaving Date (Mo/Yr)
Your Job Title	Second Reference	Phone Number		
Reason For Leaving			Starting Pay \$	Final Pay \$
Description of Work and Responsibilities (attach additional sheets if necessary)				
Name of <u>previous employer</u> and address (include city and state)			<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time Number of hours each week:	
Type of Business	Name of Supervisor	Phone Number	Starting Date (Mo/Yr)	Leaving Date (Mo/Yr)
Your Job Title	Second Reference	Phone Number		
Reason For Leaving			Starting Pay \$	Final Pay \$
Description of Work and Responsibilities (attach additional sheets if necessary)				
Name of <u>previous employer</u> and address (include city and state)			<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time Number of hours each week:	
Type of Business	Name of Supervisor	Phone Number	Starting Date (Mo/Yr)	Leaving Date (Mo/Yr)
Your Job Title	Second Reference	Phone Number		
Reason For Leaving			Starting Pay \$	Final Pay \$
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Type of Business	Name of Supervisor	Phone Number	Starting Date (Mo/Yr)	Leaving Date (Mo/Yr)
Your Job Title	Second Reference	Phone Number		
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Name of <u>previous employer</u> and address (include city and state)			<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time Number of hours each week:	
Type of Business	Name of Supervisor	Phone Number	Starting Date (Mo/Yr)	Leaving Date (Mo/Yr)
Your Job Title	Second Reference	Phone Number		
Reason For Leaving			Starting Pay \$	Final Pay \$
Description of Work and Responsibilities (attach additional sheets if necessary)				

How did you hear about this vacancy?

ADDITIONAL INFORMATION

Please give any additional information which may more fully describe your qualifications, skills, experience, education, background, and interests.

CONVICTION REPORT — Please read carefully and answer all questions.

Shonto Preparatory School has a tremendous responsibility to its schools and community and must have information from all applicants and employees regarding convictions. ***A record of conviction does not prohibit employment. However, your failure to complete this form accurately and completely may mean disqualification from consideration for employment or may be cause for consideration of dismissal if employed and may result in prosecution for filing false information with a public agency.** Applicants and employees must report any convictions that occur subsequent to the time they initially complete this form. Questions regarding this information should be directed to the Director of Human Resources.

A. Have you ever been convicted of, admitted committing, or are you awaiting trial for any crime (excluding 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 proceedings occurred, a statement of the accusation against you, and the final disposition of the case(s).

YES NO Explanation: _____

B. Have you ever been dismissed (fired) from any job, or resigned at the request of your employer, while charges against you or an investigation of your behavior was pending? You must answer "YES" even if the matter resolved with any form of settlement or severance agreement regardless of the 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 Explanation: _____

C. 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 here proceedings took place, a statement of the accusations against you, and the final disposition.

YES NO Explanation: _____

D. 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 other wise), 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 Explanation: _____

E. Have you ever been found guilty of, entered a plea of nolo contendere (no contest) or guilty to, been arrested for, been charged with, or are you awaiting trial for any felony or misdemeanor offense under Federal, State, or Tribal law involving crimes of violence, sexual assault, molestation, exploitation, contact or prostitution, crimes against persons, or offenses committed against or involving children? If so, provide details below, including date of conviction, court where convicted, sentence imposed, and present status of conviction.

YES NO Explanation: _____

I am not awaiting trial on and I have never been convicted of, admitted to, or pled to any of the twenty-four criminal offenses listed below in this State, or similar offenses in another jurisdiction.

I am awaiting trial on or I have been convicted of, admitted to, or pled to one or more of the criminal offenses listed below in this State, or similar offenses in another jurisdiction, and which I checked below.

<input type="checkbox"/> Sexual abuse of a minor	<input type="checkbox"/> Burglary in the second or third degree
<input type="checkbox"/> Incest	<input type="checkbox"/> Aggravated or armed robbery
<input type="checkbox"/> First or second degree murder	<input type="checkbox"/> Robbery
<input type="checkbox"/> Kidnapping	<input type="checkbox"/> Child abuse
<input type="checkbox"/> Arson	<input type="checkbox"/> Sexual conduct with a minor
<input type="checkbox"/> Sexual assault	<input type="checkbox"/> Molestation of a child
<input type="checkbox"/> Sexual exploitation of a minor	<input type="checkbox"/> Manslaughter
<input type="checkbox"/> Commercial exploitation of a minor	<input type="checkbox"/> Aggravated assault
<input type="checkbox"/> Burglary in the first degree	<input type="checkbox"/> Assault
<input type="checkbox"/> Exploitation of minors involving drug offenses	<input type="checkbox"/> A dangerous crime against children as defined in § 13-604.01
<input type="checkbox"/> Felony offenses involving contributing to the delinquency of a minor	
<input type="checkbox"/> Felony offenses involving sale, distribution or transportation of, offer to sell, transport, or distribute or conspiracy to sell, transport or distribute marijuana or dangerous or narcotic drugs	
<input type="checkbox"/> Felony offenses involving the possession or use of marijuana, dangerous drugs or narcotic drugs	
<input type="checkbox"/> Misdemeanor offenses involving the possession or use of marijuana or dangerous drugs	

If any of the boxes are marked "YES," fill in the information below and attach a letter of explanation. PLEASE PRINT.

CONVICTION INFORMATION

CONVICTION CHARGE	DATE OF CONVICTION	COURT OF CONVICTION
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CITY/STATE	AMOUNT OF FINE	LENGTH OF JAIL/PRISON TERM
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LENGTH & TERMS OF PROBATION	REMARKS
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CONVICTION CHARGE	DATE OF CONVICTION	COURT OF CONVICTION
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CITY/STATE	AMOUNT OF FINE	LENGTH OF JAIL/PRISON TERM
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LENGTH & TERMS OF PROBATION	REMARKS
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*CONVICTION means the final judgment on a verdict or a finding of guilty, or a plea of nolo contendere, in any state, tribal, or federal court of competent jurisdiction in a criminal case, regardless of whether an appeal is pending or could be taken. Conviction does NOT include a final judgment which has been expunged by pardon, reversed, set aside, or otherwise rendered invalid.

**A.R.S.13-604-01 requires applicants to give notice of any conviction for dangerous crimes against children. These crimes are defined as second degree murder, aggravated assault, sexual assault, molestation of a child, sexual conduct with a minor, commercial sexual exploitation of a minor, sexual exploitation of a minor, child abuse, and sexual abuse.

Under penalty of prosecution and dismissal, I hereby certify that the information presented on this application is true, accurate, and complete. I authorize the investigation of all statements contained herein and understand that any document relevant to this information may be reviewed by the agents of the Shonto Preparatory School to make reference checks prior to employment, and I will execute such documents to facilitate this investigation. I understand that my employment is not finalized until the background investigation has been completed. I understand that misrepresentation or omission of pertinent facts is a class 3 misdemeanor and may be cause for dismissal.

SIGNATURE: _____ DATE: _____

**Shonto Preparatory School
Shonto, Arizona**

**CONSENT TO CONDUCT A BACKGROUND
INVESTIGATION AND RELEASE**

I, _____, [applicant's name], have applied for employment with this School to work as a _____ [job title]. I understand that in order for the School to determine my eligibility, qualifications, and suitability for employment, the School 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 institution 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 could 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, such as any college or university, I may have attended.

I waive _____ / do not waive _____ (initial only one) my right to see any written reference or other information provided to the School by any educational institution.

According to Arizona law, any employer that provides a written communication to the School 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 will not further consider my application if it cannot complete its background investigation. I waive my right to receive a copy of any written communication furnished to the School by any present or former employer.

Whether or not I have waived my right to see or to receive copies of written references furnished to the School 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 furnishes written or oral references requested by this School District to complete its background investigation.

A photocopy or facsimile (fax) copy of this Consent to Conduct Background Investigation and Release that shows my signature shall be as valid as the original. This authorization is valid for five (5) years from the date signed or upon the termination of my affiliation with the School, whichever is sooner.

DATED this _____ day of _____, 20_____.

Applicant

Applicant Screening Questionnaire
Indian Children Protection Requirements

Name: _____ Social Security Number: _____
(Please print)

Job Title: _____

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 child care 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 for 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 in the Department of Interior 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 challenge the accuracy and completeness of any information contained in the criminal history report obtained by Shonto Preparatory School.

Applicant's Signature

Date

NPEA RECORDKEEPING REGULATION

Shonto Preparatory School is subject to the Navajo Preference in Employment Act (NPEA), which requires employers on the Navajo Nation to give employment preference to enrolled members of the Navajo Nation, and in some cases, their spouses. The School is also subject to Title VII of the Civil Rights Act of 1964, which allows employers on or near Indian Reservations to give preference to enrolled members of federally-recognized Indian Tribes. In order to implement these laws, the School invites all applicants to complete the following information. The information obtained will be used solely for purposes of complying with these laws. Please type or print.

Name _____ Social Security No. _____

Address _____

_____ Zip Code

- I am an enrolled member of the Navajo Nation.
- I am an enrolled member of another federally-recognized Indian Tribe living on or near the Navajo Nation.
- I am not an enrolled member of the Navajo Nation, **but** I am legally married to a Navajo **and** I have resided within the territorial jurisdiction of the Navajo Nation for a continuous one-year period immediately preceding the date of this application.
- Does not apply.

Signature _____ Date _____