

# ADMINISTRATIVE APPLICATION for Oracle Elementary School District #2

Date: \_\_\_\_\_

Please check position(s) for which you are applying:  Principal  Assistant Principal

Bilingual applicants, please list languages spoken fluently: \_\_\_\_\_

Do you have the legal right to accept employment in the United States?  Yes  No

If no, have you applied for work authorization?  Yes  No

How did you learn about this position?: \_\_\_\_\_

## I. BIOGRAPHICAL INFORMATION

Name: \_\_\_\_\_  
Last First Middle

Other names which may appear on application materials: \_\_\_\_\_

Current address: \_\_\_\_\_  
Street City State/Zip

Permanent address: \_\_\_\_\_  
Street City State/Zip

Phone: \_\_\_\_\_ Message Phone: \_\_\_\_\_

## II. EDUCATIONAL PREPARATION Begin with where you received your high school diploma.

Institution	State	Degree	Start Date	End Date	Major	Minor	GPA

## III. CERTIFICATION/LICENSURE

Arizona

Type	Endorsements/ Approved Areas	Expiration Date

Out-of-State

Type	Endorsements/ Approved Areas	State	Expiration Date

National Board Certification

Type	Endorsements/ Approved Areas	State	Expiration Date

**IV. PROFESSIONAL EXPERIENCE** (Must be completed even if resume is submitted.)

List all Teaching & Administrative Experience (most recent first). Attach an additional page if necessary.

Dates From/To	Salary	Name of School City/State	Grade Level and Subject	Supervisor	Telephone Number
_____					
_____					
_____					
_____					
_____					
_____					

Employment Other Than Teaching/ Administration (list most recent first; clarify gaps in employment)

Dates From/To	Employer and Address	Position	Supervisor Name and Telephone Number
_____			
_____			

**V. PROFESSIONAL REFERENCES** (references MUST cover the past two years)

Name	Title	Date From	Date To	City/State	Work Telephone	Home Telephone

## **VI. BACKGROUND CHECK**

1. Have you ever been convicted of, admitted convicting, or are you awaiting trial for any crime (excluding only minor traffic violations not involving any allegation of drug or alcohol impairment)?  Yes  No
2. Have you ever been dismissed (fired) from any job, or resigned at the request of your employer, or while charges against you or an investigation of your behavior was pending?  Yes  No
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?  Yes  No
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?  Yes  No

If any of the above statements have been answered "yes," please explain:

Conviction of a crime is not an automatic bar to employment. The nature of the offense, the date of the offense, and the relationship between the offense and the position applied for, will be considered.

Are you currently under contract with another district?  Yes  No

If yes, where \_\_\_\_\_ Contractual dates \_\_\_\_\_

## **VII. SUPPORTING DOCUMENTS**

Applications must include:

1. A current resume.
2. Legible copies of transcripts.
3. Three letters of professional recommendation including letters from teaching supervisors. If you do not have teaching experience, letters of reference are acceptable.

If available, submit copies of the following items with your application:

1. Copy of your Arizona Teaching & Administrative Certificate.
2. Copy of your Education Proficiency Assessment test results.
3. Copy of your Arizona fingerprint clearance card.

## STATEMENTS

Attach an additional sheet if necessary.

1. Please provide any additional background, training or experience information that would be pertinent to your application.

2. List leadership positions that you have held in various organizations or in the community.

3. List honors received.

4. Please explain how your past experience makes you a good candidate for the position you are applying for.

## Equal Opportunity Employer

It is the policy of Oracle School District not to discriminate on the basis of gender, sexual orientation, race, color, creed, religion/religious beliefs, age, disability, political beliefs/affiliation, marital status, citizenship status, national origin, home language, family, social or cultural background in its' educational programs, activities or employment policies as required by federal and state laws. The district abides by federal and state laws regarding people with disabilities. If you have a special need, reasonable accommodations will be made in accordance with the Americans with Disabilities Act of 1990. Inquiries regarding compliance with any of the above may be directed to the district's Equal Opportunity Specialist, 701 W. Wetmore Road, Tucson, AZ 85705 (520) 696-5164; or to the Director of the Office for Civil Rights, U.S. Department of Education, Federal Office Bldg., 1244 Speer Blvd, Ste 310, Denver, CO 80204-3582.

## Applicant's Acknowledgment and Agreement

### NOTIFICATION/AFFIDAVIT/SIGNATURE

My signature below indicates that I HAVE READ, I UNDERSTAND, AND I AGREE to the following:

It is the policy of the district not to discriminate on the basis of gender, sexual orientation, race, color, creed, religion/religious beliefs, age, disability, political beliefs/affiliation, marital status, citizenship status, national origin, home language, family, social or cultural background in its educational programs, activities or employment policies as required by federal law. The districts abide by federal laws regarding people with disabilities. If you have a special need, reasonable accommodations will be made in accordance with the American Disabilities Act of 1990. Inquiries regarding compliance with any of the above may be directed to the individual districts' Human Resources Department; or to the Director of the Office For Civil Rights, U.S. Department of Education, Federal Office Building, 1244 Speer Blvd., Suite 310, Denver, CO 80204-3582.

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 districts will reject my application; (2) if any false information is furnished, I will be ineligible for any consideration for employment and may be subject to criminal

prosecution; and (3) if I am employed by a district, I may be dismissed from employment, criminally prosecuted, and if certified, my certificate may be revoked, if it is later determined that I have furnished false information on this application.

I understand that in order for any of the 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 employer, any former employer, and any educational institution I have attended about my experience, qualifications, job performance, professional conduct, evaluations, education and training. This investigation may also confirm my dates of employment or enrollment, positions held, reason(s) for leaving employment, whether I could be rehired, reasons for not rehiring(if applicable), and similar information.

In addition, I understand that the district will confirm my fingerprint clearance is valid. I hereby certify that I am not awaiting trial on and have never been convicted of or admitted in open court or pursuant to a plea agreement committing any of the following criminal offenses in this state or similar offenses in another jurisdiction: sexual abuse of a minor; incest; first or second degree murder; kidnapping; arson; sexual assault; sexual exploitation of a minor; felony offenses involving contributing to the delinquency of a minor; commercial sexual exploitation of a minor; felony offenses involving sale, distribution or transportation of, offer to sell, transport or distribute or conspiracy to sell, transport or distribute marijuana, dangerous drugs or narcotic drugs; felony offenses involving the possession or use of marijuana, dangerous drugs or narcotic drugs; misdemeanor offenses involving the possession or use of marijuana or dangerous drugs; burglary in the first degree; burglary in the second or third degree; aggravated or armed robbery; robbery; a dangerous crime against children as defined in section 13-604.01; child abuse; sexual conduct with a minor; molestation of a child; manslaughter; aggravated assault; assault; exploitation of minors involving drug offenses.

If employed by the district, employment is conditional and rests upon (a) satisfactory pre-employment reference checks, (b) results of fingerprint check, and is subject to (c) the policies and regulations of the district, (d) submitting documentary proof of authorization to work in the United States, (e) and, if required, appropriate state certification/licensing. Employment will not be finalized until the background investigation has been completed. Misrepresentation or omission of pertinent facts may be cause for termination. Parties providing this information will be released from any liability in connection with reference and fingerprint checks made by the district.

It is unlawful for a person seeking employment with this district to fail to give notice of conviction of a dangerous crime against children such as defined in Arizona Revised Statute 13-604.01. (Second degree murder; aggravated assault resulting in serious physical injury or involving the discharge, use or threatening exhibition of a deadly weapon or dangerous instrument; sexual assault; molestation of a child; sexual conduct with a minor; commercial sexual exploitation of a minor; sexual exploitation of a minor; child abuse; kidnapping; sexual abuse; taking a child for the purpose of prostitution; child prostitution; involving or using minors in drug offenses; continuous sexual abuse of a child; attempted first degree murder.

I hereby give my consent for any current or former employer or educational institution to release to the School District any information requested in connection with this background investigation. By signing below, I acknowledge that some employers are unwilling to provide job reference information concerning a current or past employee unless they may do so confidentially with assurance that the job reference information, or the name of the person providing the information, will not be disclosed to the applicant \((their former employee)\). I also understand that the School District will not further consider my application if it cannot complete its background investigation. I, therefore, agree that any job reference information that is orally communicated to the School District and that the District commits to writing shall be confidential and shall not be disclosed to me, and I shall not be entitled to any records concerning this job reference information.

I release, hold harmless and agree not to sue or file any claim of any kind against my 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.

Under penalty of prosecution and termination, 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 agents of the school district.

I certify that the information given by me in this application is true in all respects, and I agree that if the information given is found to be false in any way, it shall be considered sufficient cause for denial of employment or discharge. I authorize the use of any information in the application to verify my statement, and I authorize past employers, all references and any other person to answer all questions asked concerning my ability, character, reputation, and previous employment record. I release all such persons from any liability or damages on account of having furnished such information.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_