



MOENCOPI DAY SCHOOL

POST OFFICE BOX 185

TUBA CITY, ARIZONA 86045

Phone: (928) 283-5361 x: 1026 Fax: (928) 283-4662

WEBSITE: [HTTP://WWW.MOENCOPIDAYSCHOOL.ORG](http://www.moencopidayschool.org)

Apply: APPLY@MOENCOPI.K12.AZ.US



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

P.O. Box 3292, Tuba City, AZ 86045 | HR Line: (928) 283-5361 x:1026 | Fax: (928) 283-4662



PERSONAL INFORMATION

Date of Application: _____

Last, First Name: _____

Maiden/AKA Names: _____

Mailing Address: _____

City, State, Zip: _____

Email Address: _____

Mobile No: _____

Tribal Affiliation: _____

Tribal No.: _____

Military/Branch/Discharge: _____

POSITION INFORMATION – Application Becomes Inactive After Position Closes.

Position Applying For: _____

Have you applied with Moencopi Day School before? YES NO Dates: _____

EDUCATION Univ/College/Tech/High School (Name and State)	Dates Attended		No. of Credit Hrs completed	Type of Degree Earned
	FROM (mm/yy)	TO (mm/yy)		

Why are you interested in working with Moencopi Day School? _____

Professional Certification: List State(s) and Date licensed (attach copy): _____

EMPLOYMENT HISTORY List most recent employment first. Include ALL jobs. **IF YOU ARE ATTACHING YOUR RESUME, it must have the pertinent information below to receive credits for your experiences.**

1) Employer name and address:	Position Title:	
	Duties:	
Start—End Dates:		
Telephone:	Supervisor:	Reason for Leaving:

2) Employer name and address:	Position Title:	
	Duties:	
Start—End Dates:		

Telephone:	Supervisor:	Reason for Leaving:
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3) Employer name and address:	Position Title:	
	Duties:	
Start—End Dates:		
Telephone:	Supervisor:	Reason for Leaving:

4) Employer name and address:	Position Title:	
	Duties:	
Start—End Dates:		
Telephone:	Supervisor:	Reason for Leaving:

If terminated from any of these positions, please explain: _____

1) Have you ever been arrested for, charged with, or convicted of, been imprisoned, been on probation, or been on parole for any offense(s)? Include all offenses when you have been found guilty, pled guilty or nolo contendere (no contest). (Leave out traffic fines of less than \$150.00.) You must answer "Yes" even if the matter was later dismissed, deferred, vacated, or expunged.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
2) Have you been convicted by a military court-martial?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
3) Are you now under charges or awaiting trial for any violation of law?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
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 any job by mutual agreement because of specific problems?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
5) Have you ever been arrested for or charged with a crime involving a child, a sex crime or drug felony? You must answer "Yes" even if the matter was later dismissed, deferred, vacated, or expunged. REQUIRED BY PL 101-647	YES <input type="checkbox"/>	NO <input type="checkbox"/>
6) Have you ever had a license or certificate of any kind revoked or suspended, have you been sanctioned penalized or investigated by any licensing, certifying, or regulating agency, or is any charge, investigation, disciplinary action complaint now pending against you by virtue of any license of certificate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
7) Have you ever been found guilty of, or entered a plea of nolo contendere (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? REQUIRED BY PL 101-630	YES <input type="checkbox"/>	NO <input type="checkbox"/>
8) In the last 5 years have you <u>illegally</u> used any controlled substance, i.e...marijuana, cocaine, hashish, narcotics (opium, morphine, codeine, heroin, etc.), amphetamines, depressants (barbiturates, methaqualone, tranquilizers, etc.), hallucinogenic (LSD, PCP, etc.), or <u>illegally</u> used prescription drugs?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
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?	YES <input type="checkbox"/>	NO <input type="checkbox"/>

10) **If you answered "YES" to any questions above**, provide the date, explanation of violation, place of occurrence, final disposition, place of occurrence, the name and address of the police department or court involved. a statement of the accusations against you, the date of any proceedings, and the final disposition of the matter(s).

Certification that my Answers are True

My statements on this application, and any attachments to it, are true, complete, and correct to the best of my knowledge and belief and are made in good faith. I understand that a false, incomplete, or fraudulent answer to any question or item on any part of this application or its attachments may be grounds for not hiring me, or firing me after I begin work, and may be punishable by fine or imprisonment.

Applicant's initials

Date

SPECIAL SKILLS & LICENSURE

List other License(s): _____

Other Languages Spoken? _____

Computer and other additional skills and information regarding the career you wish to bring to the employer's attention:

REFERENCES Persons other than relatives who can attest to your character and ability regarding the position for which you are applying.

	Name	Email Address	Telephone Number	Relationship	YRS Known
1.	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____

IN CASE OF EMERGENCY, PLEASE NOTIFY:

Name _____ Relationship _____

Address _____ Telephone No _____

CONDITION OF EMPLOYMENT

You must sign this statement to be considered for employment.

I, the undersigned, certify that all information given by me in this application is true. I understand that false information (misrepresentation or omission of information) will disqualify me from employment or cause my subsequent dismissal. I authorize investigation of all statements contained herein. I also authorize the employers and/or references listed to release any and all information concerning my current and previous employment and any pertinent information. Additionally, I release all parties from any liability for any damages that may result from furnishing such information. In submitting this application, I further understand that all application materials provided become public record and property of Moencopi Day School and will not be returned.

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.

Name _____ Social Security # (last 4 digits) _____
Last First Middle

EEO-1 Self-Identification

We are subject to certain government recordkeeping and reporting requirements for the administration of civil rights laws and regulations. To comply with these laws, we invite you to voluntarily self-identify your race or ethnicity. **Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment.** The information obtained will be kept confidential and separate from personnel files. It may only be used in accordance with the provisions of applicable laws, executive orders, and regulations, including those requiring information to be summarized and reported to the federal government for civil rights enforcement. When reported, data will not identify any specific individual.

Ethnicity:

- Hispanic or Latino:** A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- White (Not Hispanic or Latino):** A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- Black or African American (Not Hispanic or Latino):** A person having origins in any of the black racial groups of Africa.
- Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino):** A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- Asian (Not Hispanic or Latino):** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- American Indian or Alaska Native (Not Hispanic or Latino):** A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.
- Two or More Races (Not Hispanic or Latino):** All persons who identify with more than one of the above races, excluding those who identify themselves as Hispanic or Latino.

Veteran: No Military Service Veteran- Other Disabled Vietnam Era Veteran
 Vietnam Era Veteran Disabled Veteran- Other

Are you an individual with a disability: Yes No **Gender:** Male Female

Age: 15-24 years old 25-34 years old 35-44 years old 45-54 years old 55 years old or greater

How did you first learn of this job opening?

Newspaper: _____ Other: _____
 Website: _____ www. _____

Sign:  _____ 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 any 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:
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 <input type="checkbox"/> NO <input type="checkbox"/>		(If yes, proof of work eligibility will be required.)
FOR IDENTIFICATION PURPOSES ONLY: Date of Birth _____ / _____ / _____ (Month/Day/Year)		

YOUR ADDRESSES WITHIN THE PAST SEVEN YEARS *(use a separate sheet as needed)*

1. _____ Dates From _____ To _____
2. _____ Dates From _____ To _____
3. _____ Dates From _____ To _____
4. _____ Dates From _____ To _____
5. _____ Dates From _____ To _____
6. _____ Dates From _____ To _____

CONSENT FORM

I hereby authorize Moencopi Day School, Inc., to receive any criminal history record information pertaining to me which may be in the files of any State or local criminal justice agency in North America.

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.

X

Applicants' Signature

Date: _____