

APPLICATION FOR CERTIFIED EMPLOYMENT

Mr./Mrs./Miss/Ms. _____ Date: _____

Name: _____
Last First Middle Name

Address: _____
Street City State Zip

Phone Number: _____
Home Cell Phone Message Phone

Mailing Address: _____
Street City State Zip

E-Mail Address: _____

Position(s) Desired (indicate one or more)

a. _____ b. _____ c. _____

K-6 Elementary Middle School/Junior High

Please submit a copy of your résumé, teaching certificate, transcripts, AEPA report, and letters of reference with your application. This application must be completed without reference to résumé. Applications will be retained in storage for 2.5 years.

PERSONAL DATA (Please type or print)

1. Are you legally authorized to work in the United States of America? **Yes** **No**

2. When will you be available? _____

3. Other names used _____ Date(s) of use _____

4. Previous mailing address: _____
Street City State Zip

5. Location of Placement Records and Files: (Give complete address)

6. List valid Arizona Certificates and Endorsements.

| | | | | |
|-------|-----------------|-------|-----------------|-----------------|
| _____ | _____ | _____ | _____ | _____ |
| Type | Expiration Date | Type | Expiration Date | Expiration Date |

7. List pending applications for Arizona Certificates and/or Endorsements.

8. Indicate type and expiration date of driver's license(s). _____

9. List languages, including English, in which you are proficient.

a. _____
 Speak
 Read
 Write

b. _____
 Speak
 Read
 Write

c. _____
 Speak
 Read
 Write

PROFESSIONAL AND OTHER WORK EXPERIENCE

10. Provide information below for employer for at least last ten years with most recent experience first. List employer's phone number. "See Résumé" is not responsive. If you have not had three years teaching experience provide student teaching information below.

| *Dates Employed Month/Yr | | Employer's Name (Include Address / Phone) | Supervisor's Name | Reason for Leaving | Grade Level Subject Taught |
|-----------------------------|--|--|-------------------|--------------------|----------------------------|
| From | | | | | |
| To | | | | | |
| From | | | | | |
| To | | | | | |
| From | | | | | |
| To | | | | | |
| From | | | | | |
| To | | | | | |

* You are required to provide the month and year for each date required. If you are being considered for employment, the District will contact your current and past employers. Attach supplemental sheet if necessary. Identify question(s) to which you are responding.

11. Please explain any gaps in employment of over 30 days. (For the past 10 years). Attach supplemental sheet if necessary. Identify question(s) to which you are responding.

12. "Yes" answers to the following 3 questions will not necessarily result in denial of employment. The District will consider all the circumstances, including the date and nature of events which have led to the actions described below. Your written explanation will assist the District in determining your eligibility and suitability for employment.

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? 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 Explanation: _____
 Have you ever had any license or certificate of any kind (state certificate or otherwise) revoked or suspended, or have you in any way been sanctioned by, or is any charge or complaint 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 Explanation: _____

Are you now being investigated for any alleged misconduct or other alleged grounds for discipline by any licensing, certification or other regulatory body (state 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 Explanation: _____

EDUCATION AND PROFESSIONAL PREPARATION

13. List schools attended and special training received: "See Résumé" is not responsive.

| COLLEGE | NAME | LOCATION | DATES | YR. GRADUATED | DEGREE | MAJOR AREA OF STUDY |
|---------|------|----------|-------|---------------|--------|---------------------|
| | | | | | | |
| | | | | | | |
| | | | | | | |

Describe additional education not listed above (i.e., graduate hours beyond highest degree earned.)

13a. List honors you have received. _____

13b. List professional organizations to which you belong. _____

13c. List leadership positions in organizations. _____

13d. Describe special abilities or talents applicable to student instruction or activities. _____

PERSONAL REFERENCES

14. Give names and complete addresses of 3 references who are familiar with your personality, character and work habits. **(Do not use relatives as references)**

| NAME | *DATES KNOWN | OCCUPATION | ADDRESS | PHONE |
|------|--------------|------------|---------|-------|
| | From To | | | |
| | From To | | | |
| | From To | | | |

* Provide month and year.

CONVICTION DISCLOSURE

Because of the responsibility the Stanfield Elementary School District No. 24 has to its school children and community, the following information is required from all applicants and employees regarding background and convictions.* A record of conviction does not necessarily disqualify applicant from consideration; however, 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 completed this form. Questions regarding this information should be directed to the Superintendent's Office. In conjunction with this, if you were not fingerprinted by the Arizona Department of Education when you received your certificate, you will submit fingerprints for a background check. Please read carefully and answer every question. Please print clearly.

Name _____
Last
First
Middle

Other Names Used _____

Dates of Usage _____

- Have you ever been convicted of, admitted to committing, plea bargained or are you awaiting trial for any crime (excluding only minor traffic violations not involving any allegation of drug or alcohol impairment)? A DUI conviction is not considered a minor traffic offense. **You must answer yes if the matter was later dismissed, vacated or expunged.** Yes No
- Have you ever been convicted of a felony? ** Yes No
- Are you now awaiting trial on a felony charge? Yes No
- Have you ever been convicted of a sex or drug related offense? Yes No
- Have you ever admitted or been convicted of a dangerous crime against children as defined in A.R.S. § 13-604,01? *** Yes No

IF YOU ANSWERED YES TO ANY QUESTION 1 THROUGH 5, COMPLETE SUPPLEMENTAL CONVICTION INFORMATION

6. Is there any other information not required by this application that you should disclose to the District so it may accurately evaluate your fitness in a position of public trust with minor students?

Yes No

(If you are uncertain as to the relevance or necessity to disclose a matter, trait, etc. disclose and the District will determine whether the information is pertinent. If your answer is Yes, fully explain. (Use separate sheet of paper if necessary).

***CONVICTION** means the final judgment on a verdict or a finding of guilty, a plea of guilty, or a plea of nolo contendere, in any state 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 judgement which has been expunged by pardon, reversed, set aside or otherwise rendered invalid.

**** Please note** that prior to hiring, you must submit a notarized statement attesting to the fact that you are not now awaiting trial on or have ever been convicted of or admitted in open court or pursuant to a plea agreement committing any of the crimes listed in A.R.S. § 15-512D and A.R.S. §13-604.01. In conjunction with this you will submit fingerprints for a background check. The crimes required to be disclosed on the affidavit are:

A.R.S. §15-512(D)

1. Sexual abuse of a minor.
2. Incest.
3. First or second degree murder.
4. Kidnapping.
5. Arson.
6. Sexual assault.
7. Sexual exploitation of a minor.
8. Felony offenses involving contributing to the delinquency of a minor.
9. Commercial sexual exploitation of a minor.
10. 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.
11. Felony offenses involving the possession or use of marijuana, dangerous drugs or narcotic drugs.
12. Misdemeanor offenses involving the possession or use of marijuana or dangerous drugs.
13. Burglary in the first degree.
14. Burglary in the second or third degree.
15. Aggravated or armed robbery.
16. Robbery.
17. A dangerous crime against children as defined in section 13-604.01.***
18. Child abuse.
19. Sexual conduct with a minor.
20. Molestation of a child.
21. Manslaughter.
22. Aggravated assault.
23. Assault.
24. Exploitation of minors involving drug offenses.

***A.R.S. §13-604.01: prohibits any of the following committed against a minor under the age of 15.

1. Second Degree Murder.
2. Aggravated assault resulting in serious physical injury or involving the discharge, use or threatening exhibition of a deadly weapon or dangerous instrument.
3. Sexual assault.
4. Molestation of a child.
5. Sexual conduct with a minor.
6. Commercial sexual exploitation of a minor.
7. Child abuse as defined in §13-3623, subsection B, paragraph 1.
8. Kidnapping.
9. Sexual abuse.
10. Taking a child for the purpose of prostitution as defined in §13-3206.
11. Child prostitution as defined in §13-3212.
12. Involving or using minors in drug offenses.
13. Continuous sexual abuse of a child.

CONVICTION INFORMATION

| CONVICTION INFORMATION | | | |
|-------------------------------|-------|--------------------|---------------------|
| 1. Conviction Charge | | Date of Conviction | Court of Conviction |
| City | State | Amount of Fine | Length of Jail Term |
| Remarks: | | | |
| Length of Terms of Probation | | | |
| 2. Conviction Charge | | Date of Conviction | Court of Conviction |
| City | State | Amount of Fine | Length of Jail Term |
| Remarks: | | | |
| Length and Terms of Probation | | | |

**ACKNOWLEDGEMENT OF APPLICANT
READ CAREFULLY BEFORE SIGNING THIS APPLICATION**

Every answer I have provided in this application consisting of 7 pages is 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 or misleading information is furnished, the District will reject my application, (2) if any false or misleading 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 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 omitted relevant or furnished false or misleading information on this application.

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 Stanfield Elementary School District.

I authorize the Stanfield Elementary School District to make reference checks regarding my fitness for 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 and the Governing Board has officially approved my employment. I understand that misrepresentation or omission of pertinent facts may be cause for dismissal.

Signature

Date

An Equal Opportunity Organization. The District does not discriminate on the basis of age, race, color religion, sex, marital status, disability or national origin.

Notice to Applicant: If you are offered a position with the Stanfield Elementary School District No. 24, the offer and continued employment will be contingent upon you providing the following information and the background investigation, not developing any information that would demonstrate that you are not qualified to work at the District. **(The following information is not required until you receive that contingent offer.)**

Last Name, First Name, Middle Name: _____

Street Address: _____

Social Security No. _____

Date of Birth: _____

Driver's License No. _____

State of Issuance: _____