



Classified Application for Employment

Position(s) for which you are applying:

No questions on this application should be answered in such a manner as to disclose race, color, creed, national origin, ancestry, age, marital status, sex, or the existence of any physical handicaps or mental condition unrelated to the performance of the position for which you are applying.

Last Name _____ First _____ Middle _____ Nickname _____

Street Address _____ Apt. No. _____ City _____ State _____ Zip _____

Area Code & Telephone _____ Email address _____

How did you learn about us? _____ Advertisement _____ Friend/Relative
 _____ Webpage _____ Other _____

Are you a citizen of the United States? _____ Yes _____ No
 If not, do you have an Alien Registration Card? _____ Yes _____ No
 Social Security Number will be requested if hired. Number _____

Have you filed an application with us before? _____ Yes _____ No Date _____
 Have you ever been employed here before? _____ Yes _____ No Date _____
 Do you have any friends or relatives who work for us? _____ Yes _____ No Name _____
 Are you currently employed? _____ Yes _____ No
 Are you on lay-off and subject to recall? _____ Yes _____ No
 Can you work overtime when necessary? _____ Yes _____ No
 Are you eligible to be bonded? _____ Yes _____ No
 Do you have a valid driver's license? _____ Yes _____ No
 Do you have reliable transportation? _____ Yes _____ No
 Can you travel if a job requires it? _____ Yes _____ No
 On what date would you be available for work? Date _____
 Are you available to work? _____ Full Time _____ Part Time _____ Temporary
 What languages other than English do you speak fluently? Language _____

Are you a Veteran of the United States military? _____ Yes _____ No Branch _____
 Are you a member of the National Guard or Reserves? _____ Yes _____ No Branch _____

Computer Skills/Experiences

Applications/Software	Versions	Years of Experience	User Level (A = Advanced; I – Intermediate; B=Beginner)
MS Word			
MS Excel			
MS PowerPoint			
MS Publisher			
Adobe Photoshop			
Adobe Illustrator			
Other			
Other			

Work History (begin with your present or last job).

Month/Year Began	Month/Year Left	Beginning Wage	Final Wage
Employer	Your Job Title	Supervisor's Name	
Address, City, State, Zip			Telephone
Reason for Leaving			
Duties Performed			

Month/Year Began	Month/Year Left	Beginning Wage	Final Wage
Employer	Your Job Title	Supervisor's Name	
Address, City, State, Zip			Telephone
Reason for Leaving			
Duties Performed			

Month/Year Began	Month/Year Left	Beginning Wage	Final Wage
Employer	Your Job Title	Supervisor's Name	
Address, City, State, Zip			Telephone
Reason for Leaving			
Duties Performed			

Education

High School (name, city, state)	Graduation Date	Course of Study	Diploma or Degree
Vocational/Technical School (name, city, state)	Years Completed	Course of Study	Diploma or Degree
College (name, city, state)	Years Completed	Program or Major	Diploma or Degree
Graduate/Professional (name, city, state)	Years Completed	Program or Major	Diploma or Degree

Other Specialized Training, Apprenticeship, Skills, or Industry Certifications Held

References

Please provide the name, complete mailing address, telephone number, and email address of three to four references that are familiar with your professional and work-related background and skills. Be sure to include your current or most recent immediate supervisor.

Please give any additional information you feel may be helpful when considering your application:

Please Respond to the Following Questions:

Yes” answers to the following five questions will not necessarily result in denial of employment. The District will consider all the circumstances, including the date and nature of events that have led to the actions described below. Your written explanation will assist the District in determining your eligibility and suitability for employment. Attach additional sheets if necessary.

1. 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 the 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: _____
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? You must answer “YES” even if the matter resolved with any form of settlement or severance agreement, regardless of its terms. If you answer “YES” you must provide the 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: _____
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? 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: _____
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? 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: _____
5. Have you ever been convicted of a dangerous crime against children as defined in ARS 13-604.01?
 _____ YES _____ NO.
 If so, provide details, including date of conviction, court where convicted, sentence imposed and present status of convictions.

6. Have you ever been convicted of a felony? _____ YES _____ NO: Explanation _____

- By signing this application, I authorize you to request information concerning my education, training, qualifications and job performance from any former and/or current employer of mine, and I specifically waive any right I have under ARS 23-1361.B or otherwise to receive or examine a copy of any written communication regarding employment furnished by any former or current employer of mine.
- I understand that this application for employment will be given every consideration, but its receipt does not constitute a contract of employment, nor does it imply that I will be hired.
- I certify that all answers given on this employment application are true and complete to the best of my knowledge and that any misrepresentation or omission is sufficient cause for immediate termination of employment by the employer without incurring any liability or obligation.
- If hired, I understand I will be responsible for costs that may be incurred for completion of fingerprinting and/or background investigation fees.
- I hereby acknowledge that I have read and understand this agreement.

Signature of the Applicant

Date Signed

PLEASE NOTE: APPLICATIONS ARE DECLARED INACTIVE AFTER SIX (6) MONTHS AND DESTROYED

Position	Review Date	Position	Review Date	Position	Review Date