

Concho Elementary School District #6

**P.O. Box 200
6 County Road 5101
Concho, AZ 85924
(928) 337-4665
Fax (928) 337-2455**

APPLICATION FOR CLASSIFIED EMPLOYMENT

1. PERSONAL INFORMATION:

Date Received: _____

Name _____ Social Security No. _____

Mailing Address _____ Physical Address _____

City _____ State _____ Zip _____ Phone (____) _____

Position Desired _____ Email _____

Type of position desired (Indicate one or more):

_____ Full-Time _____ Part-Time _____ Temporary _____ Substitute

2. CURRENT EMPLOYMENT DATA:

a. Are you currently employed? _____ Yes _____ No

b. When will you be available to begin work? _____

c. Have you ever been employed by Concho School District? _____ Yes _____ No

If yes, please list dates _____ / _____ to _____ / _____ Position: _____

d. List types of Driver's Licenses you possess: _____

e. In what languages are you fluent? _____

IMPORTANT: Before consideration will be given for employment, the candidate must have on file in the District Office a completed application with any required supporting materials. A resume is recommended but not required. It is the candidate's responsibility to see that all materials are provided for the employee file. All successful applicants must be fingerprinted as a condition of employment.

The Concho Elementary School District #6 is an Equal Opportunity Employer, complies with Title IX, and shall seek the best qualified applicants for all vacant positions regardless of age, race, color, religion, sex, marital status, disability or national origin.

3. WORK EXPERIENCE:

Provide information about the last ten years of your employment history with the most recent experience first. Please list complete employer information. The district reserves the right to contact your current and former employers.

Dates Employed	Employer's Name and Address	Supervisor's Name & Phone No.	Reason for Leaving	Job Title Typical Duties
From: ____/____/____ To: ____/____/____				
From: ____/____/____ To: ____/____/____				
From: ____/____/____ To: ____/____/____				
From: ____/____/____ To: ____/____/____				

Please complete the following questions:

A. Have you ever been dismissed from a position: ____Yes ____No

If yes, please explain: _____

B. Have you ever been asked to resign from a position: ____Yes ____No

If yes, please explain: _____

C. Have you ever resigned from a position rather than being non-renewed or dismissed?

____Yes ____No

If yes, please explain: _____

4. EDUCATION AND PROFESSIONAL PREPARATION:

List schools attended and special training received. Please note that “See Resume” is not an appropriate response to any question.

	Location	Dates Attended	Year Graduated	Degree/Certificate	Major/Minor	Grade Point Average
High School						
College						

5. PROFESSIONAL EXPERIENCE OR TRAINING:

Check all items in which you have had twelve (12) months experience and/or formal training:

- | | | |
|--|--|---|
| <input type="checkbox"/> Computer Analyst/Programmer | <input type="checkbox"/> Electronic Technician | <input type="checkbox"/> Plumbing/Pipefitting |
| <input type="checkbox"/> Audio/Visual | <input type="checkbox"/> Engine Repair | <input type="checkbox"/> Refrigeration |
| <input type="checkbox"/> Auto/Truck Service | <input type="checkbox"/> Computer Networking | <input type="checkbox"/> Carpentry |
| <input type="checkbox"/> Bookkeeping/Accounting | <input type="checkbox"/> Landscape Maintenance | <input type="checkbox"/> Clerk/Typist |
| <input type="checkbox"/> Bus Driver | <input type="checkbox"/> Roofing | <input type="checkbox"/> Sheet Metal |
| <input type="checkbox"/> Library Clerk | <input type="checkbox"/> Secretary | <input type="checkbox"/> Custodial |
| <input type="checkbox"/> Computer Operation | <input type="checkbox"/> Warehouse/Receiving | <input type="checkbox"/> Masonry |
| <input type="checkbox"/> Concrete/Block Work | <input type="checkbox"/> Mechanical Work | <input type="checkbox"/> Welding |
| <input type="checkbox"/> Diesel Mechanic | <input type="checkbox"/> Office Machine Repair | <input type="checkbox"/> Electrical Work |
| <input type="checkbox"/> Payroll | <input type="checkbox"/> Word Processing | <input type="checkbox"/> Painting |
| <input type="checkbox"/> Day Care Provider | <input type="checkbox"/> Instructional Assistant | <input type="checkbox"/> Heating/AC |
| <input type="checkbox"/> Data Entry | <input type="checkbox"/> Web Design | <input type="checkbox"/> Printer |

In your own words, please provide a brief explanation of why you should be considered for a position with Concho Elementary School District.

6. PERSONAL AND PROFESSIONAL REFERENCES:

List the names of persons who are familiar with your character, personality, aptitudes and work habits. **Do not include relatives on this list of references.**

Name	Relationship to Applicant	Address	Phone Numbers
			() _____ () _____
			() _____ () _____
			() _____ () _____

7. ACKNOWLEDGEMENT OF APPLICANT:

I certify that every answer and statement I have provided on and accompanying this application is complete, truthful, and current. I understand and agree that:

1. If any information is omitted from or not completed on this application, or if any false information is furnished, the District may 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.
3. If I am employed by the District and if it is later determined that I have furnished false information on this application, I may be dismissed from employment, criminally prosecuted, and, if certified, have my certificate revoked.

I authorize investigation of all statements on this application form and other material provided as part of my application for this position.

Applicant Signature

Date

Please mail or deliver this application and all related materials to:

Concho Elementary School District #6
P.O. Box 200
6 County Road 5101
Concho, AZ 85924
(928) 337-4665
FAX (928) 337-2455

8. BACKGROUND CHECK AND INFORMATION:

Due to the responsibility the Concho Elementary School District #6 has to its children and community, the following information is required from all applicants and employees regarding convictions.* A record of conviction does not disqualify an applicant from consideration; however, failure to provide complete and accurate information may cause disqualification from consideration for employment, may be cause for 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 Superintendent’s office. Please read carefully and answer each question legibly.

Name: _____ Social Security Number _____
Last First Middle

Other names used: _____ Dates used: _____

- 1. Have you ever been convicted of a minor offense other than traffic violations? (A DUI conviction is not considered a minor traffic offense) ____Yes____No
- 2. Have you ever been convicted of a felony?*** ____Yes____No
- 3. Are you awaiting trial on a felony charge? ____Yes____No
- 4. Have you ever been convicted of a sex or drug related offense? ____Yes____No
- 5. Have you ever admitted to or been convicted of a dangerous crime against children as defined by ARS 13-604.01*** ____Yes____No

IF YOU ANSWERED “YES” TO ANY OF THE ABOVE QUESTIONS, 1 THROUGH 5, PLEASE COMPLETE THE “APPLICATION SUPPLEMENTAL CONVICTION INFORMATION” ON THE BACK OF THIS SHEET.

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

IF YOU ANSWERED “YES” TO QUESTION 6, PLEASE FULLY EXPLAIN THE ANSWER ON AN ATTACHED, SEPARATE PIECE OF PAPER.

Under penalty of prosecution and dismissal, I hereby certify that the information presented on this application and supporting material 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 Concho Elementary School District #6.

I authorize the Concho Elementary School District #6 to make reference checks prior to employment, and I will execute 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.

Applicant Signature

Date

*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 judgment that 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 ARS 15-512D and ARS 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:

***ARS 13-604.01	ARS 15-512D	
Prohibits any of the following with a minor under the age of 15:	1. Sexual abuse of a minor	12. Misdemeanor offenses of the possession or use of marijuana or dangerous drugs
1. Second degree murder	2. Incest	13. Burglary in the first degree
2. Aggravated assault resulting in serious physical injury or committed by the use of a deadly weapon or dangerous instrument	3. First or second degree murder	14. Burglary in the second or third degree
3. Sexual assault	4. Kidnapping	15. Aggravated or armed robbery
4. Molestation of a child	5. Arson	16. Robbery
5. Sexual contact with a minor	6. Sexual assault	17. A dangerous crime against children as per ARS 13-604.1
6. Commercial sexual exploitation of a minor	7. Sexual exploitation of a minor	18. Child abuse
7. Child abuse as defined in ARS 13-3623.B.1	8. Felony offenses involving contributing to the delinquency of a minor	19. Sexual conduct with a minor
8. Kidnapping	9. Commercial exploitation of a minor	20. Molestation of a child
9. Sexual abuse	10. Felony offenses involving sale, distribution, or transportation of, offer to sell, transport or distribute marijuana or dangerous or narcotic drugs	21. Voluntary manslaughter
10. Taking a child for the purpose of prostitution	11. Felony offenses involving the possession or use of marijuana, dangerous drugs, or narcotic drugs	22. Aggravated assault
11. Child prostitution		23. Assault
12. Involving or using minors in drug offenses		24. Exploitation of minors involving drug offenses

**APPLICATION SUPPLEMENTAL CONVICTION INFORMATION
(FOR DISTRICT OFFICE USE ONLY)**

Conviction Charge		CONVICTION INFORMATION	Court of Conviction
City	State	Amount of Fine	Length of Jail Term
Remarks			
Length and Term of Probation			
If you have more than one reportable offense, copy this sheet to provide the information			