

PINE STRAWBERRY SCHOOL DISTRICT #12
P.O. BOX 1150
PINE, ARIZONA 85544
(928) 476-3283 FAX (928) 476-2506

Application For Certified Employment
 (Indicate one or more) (List order of preference and subjects)

Last	First	Middle
Address	City	State
Home Phone	Message Phone	Date

- K-5th Elementary
 6th – 8th Middle School
 Administration

Subject: _____ Subject: _____

Submission of resume is required. This application must be completed without reference to resume. Applications will be retained for one year.

PERSONAL DATA

1. When will you be available? _____
2. Other names used (Include maiden name) _____
 Dates of use: _____
3. Previous mailing address: _____
4. Location of placement records and file:
 (Give complete address/phone #)

5. Arizona Certificates now held or eligible (indicate below)

Type(s) & Grade(s)	Major(s)	Approved Area (s)	Endorsement(s)	Expiration Date

PERSONAL DATA CONTINUED

5b. Other State Certification

State	Type(s) & Grade(s)	Major(s)	Approved Area(s)	Endorsement(s)	Exp. Date

6. Do you have a driver's license? YES NO Type: _____

Driver's License Number _____ State: _____ Exp. Date: _____

Commercial Driver's License YES NO

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

PROFESSIONAL EXPERIENCE

Dates Employed Month/Year	Employer's Name Address/Phone	Supervisor's Name	Reason for Leaving	Grade Level/Subject Taught
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.

OTHER WORK EXPERIENCE

Dates of Employed Month/Year	Employer's Name Address/Phone	Supervisor's Name	Reason for Leaving	Grade Level/Subject Taught
From: To:				
From: To:				
From: To:				

8. 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.

9a. Have you ever been dismissed from a position? YES NO
 If yes, explain:

9b. Have you ever been asked to resign from a position? YES NO
 If yes explain:

9c. Have you ever resigned from a position rather than being non-renewed or dismissed or face disciplinary action by employer or against your certificate? YES NO

EDUCATION AND PROFESSIONAL PREPARATION

10. List schools attended and special training received: (“See Resume” is NOT responsive)

High School	Complete Address	Dates Attended	Year Graduated	Degree	Major/Minor	GPA
		From: To:				
College/University	Complete Address	Dates Attended	Year Graduated	Degree	Major/Minor	GPA
		From: To:	NA	NA	NA	3.0
		From: To:				
		From: To:				
		From: To:				

Highest degree earned: _____ Total graduate hours above degree earned: _____

Total undergraduate hours above degree earned (if applicable): NA _____

EDUCATION AND PROFESSIONAL PREPARATION CONTINUED:

Describe additional education not previously listed. (i.e. Trade, Technical, Specialty Schools)

10a. List honors you have received: _____

10b. List professional organizations to which you belong: _____

10c. List leadership positions in organizations: _____

10d. Describe special abilities or talents applicable to student instruction or activities: _____

11.

PERSONAL REFERENCE

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

Name	*Dates Known	Occupation	Address	Phone Numbers

***Provide month and year.**

CONVICTION REPORT

12. Because of the responsibility of Pine Strawberry School District No. 12 has to its school children and community, the following information is needed from all applicants and employees regarding 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 or dismissal if employed and may result in prosecution for filing false information with a public agency. Applicants and employees must report any considerations that occur subsequent to the time they initially completed this form. Questions regarding this information should be directed to the District Personnel Clerk. Please read carefully and answer every question. PLEASE PRINT CLEARLY.

a. Name _____
Last First Middle Name

Other names Used: _____ Dates of Usage: _____
(Include maiden name, nicknames, etc.)

b. Social Security Number _____

c. Have you ever been convicted of a minor offense other than a traffic violation: YES NO

d. Have you ever been convicted of a felony? YES NO

e. Are you now awaiting trial on a felony charge: YES NO

f. 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 OF QUESTION 3 THROUGH 6, ATTACH SUPPLEMENTAL CONVICTION INFORMATION FORM AVAILABLE FROM THE DISTRICT.

13. 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? 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 anything other than NO, explain fully.

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 Pine Strawberry School District #12.

I authorize the Pine Strawberry School District No. 12 to make reference checks prior to 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 misrepresentations or omission of pertinent facts may be cause for dismissal.

Signature

Date

CONVICTION means the final judgment on a verdict or a finding 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 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, provided by the district, attesting to the fact that you have neither admitted nor committed the crimes listed in A.R.S. 15-512D and A.R.S. 13-604.02. In conjunction with this you will submit fingerprints as a background check. The crimes required to be disclosed on the affidavit are:

***A.R.S. 13-604-01: **“DANGEROUS CRIME AGAINST CHILDREN”** means any of the following committed against a minor under fifteen (15) years of age.

1. Second degree murder
2. Aggravated assault resulting in serious physical injury or committed by the use 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 or prostitution
11. Child prostitution
12. Involving or using minors in drug offense
13. Misdemeanor offenses involving the possession or use of marijuana or dangerous drugs
14. Burglary in the first degree
15. Burglary in the second or third degree
16. Aggravated or armed robbery
17. Robbery
18. A dangerous crime against as defined in section 13-604-01
19. Child abuse
20. Sexual conduct with a minor
21. Molestation of a child
22. Voluntary manslaughter
23. Aggravated assault
24. Assault
25. Exploitation of minors involving drug offenses

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 offense involving sale distribution or Transportation of, offer to sell, transport or distribute marijuana or dangerous or narcotic drugs.

PLEASE NOTE THAT SUCCESSFUL CANDIDATES WILL BE REQUIRED TO SIGN AN EMPLOYEE’S AUTHORIZATION FOR RELEASE OR RECORDS FROM THE INDUSTRIAL COMMISSION OF ARIZONA.

PINE STRAWBERRY SCHOOL DISTRICT #12
Statement of Compliance With the Military Selective Service Act

Last Name _____ First _____ Middle _____

Address _____

City _____ State _____ Zip _____

Date of Birth _____ Social Security # _____

- I certify that I am registered with Selective Services
- I certify that I am not required to be registered with Selective Services because:
 - I am female:
 - I am in the services on active duty: (NOTE: Member of the Reserves and National Guard are not considered on active duty.)
 - I have not reached my 18th birthday
 - I have passed my 26th birthday.
 - I am a permanent resident of the Trust Territory of the Public Islands or the Northern Mariana Islands.
 - I am a member of the United States Armed Forces Reserves or National Guard.

Signature

Date