



Human Resources Office
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SANDERS UNIFIED SCHOOL DISTRICT #18 CLASSIFIED APPLICATION

TO: Applicants
FROM: Human Resource Office
SUBJECT: *Application and Selection Process*

PLEASE READ THE FOLLOWING BEFORE YOU FILL OUT YOUR APPLICATION.

Sanders Unified School District is an equal opportunity employer and does not discriminate on the basis of sex, age, race or sectarian belief.

I. Applicants for all Classified positions must file the following items with the school district in order to be considered for vacancies:

1. A completed and signed district application.
2. Resume.
3. A copy of **College Transcripts**.
4. The names, current addresses and telephone numbers of all previous and immediate supervisors listed on application.
5. A copy of a valid Fingerprint card. Fingerprint card application packets available if needed.
6. Three letters of recommendation.
7. Letter of Interest.
8. Authorization to release information (attached to application).
9. The district EOE Data Sheet (attached to application).
10. The Universal Background Check form, signed by the applicant (attached to application).

<Failure to provide any of the above information may result in disqualification for consideration.>

II. Applicants who submit the required information will be considered for all positions in their area(s) of qualification. Applications are kept on file for two years only. Individuals must submit a new application with current information for subsequent vacancies.

III. Applications will be screened by the district and the school administration. Individuals selected for interviews will be notified of the interview date. You will not be notified if you are not selected for an interview.

IV. The criteria used in the selection process includes, but is not limited to:

- a. Presentation of written application and related information.
- b. Academic training and achievement.
- c. Experience directly related to assignment.
- d. References and recommendations.
- e. Qualifications for Arizona Certification in area(s) directly related to the assignment or district needs (if applicable).
- f. Interview performance.
- g. Demonstrated computer literacy (if applicable).
- h. Administrative recommendation.
- i. Sanders Unified School District Governing Board approval.
- j. Mini-lesson observation (in some cases, if applicable).

SUSD is An Equal Opportunity Employer

Arnold Goodluck
Board President

Daisy Slim
Board Clerk

Marlene Apachee
Board Member

Lomardo Aseret
Board Member

Jackie Yazzie Jr.
Board Member



SANDERS UNIFIED SCHOOL DISTRICT #18

P.O. Box 250
 Sanders, AZ 86512
 Telephone: (855) 678-7873
 Fax: (928) 688-4765
 Website: www.sandersusd.net

CLASSIFIED APPLICATION FOR EMPLOYMENT

Fill out the application carefully and completely. Do not state "refer to resume." (If you use a computer, please provide information and your must use the section labels in bold, i.e., **I. Personal Data**, **II. Academic Background**, etc.) The information will assist us in determining your eligibility for employment. Any additional information you wish to include may be attached before the application is submitted. No part of this application or any attachments will be returned to you.

I. PERSONAL DATA

Title	First Name	Last Name	M.I.	Date
Present Street or Box Address		City	State	Zip
Present Phone		Alternate or Message Phone	E-mail address:	

Position applying for: _____

II. ACADEMIC BACKGROUND

List all diplomas or certificates (if you need additional space, attach sheet with the information requested).

	School Name and Address	Sem. Hrs. *	Degree Earned	Date Earned	Major	GPA
High School Diploma or GED						
Bachelor's Degree						
Master's Degree						

*1 quarter hour equals 2/3 sem. hrs.

III. WORK EXPERIENCE

Employer's Name and Address	Employment Dates	Number of Years	Type of Position	Reason for Leaving	Supervisor's Name, Phone Number & Email

Current employer: _____

IV. REFERENCES

List three individuals, not related, who will provide a professional and/or character reference.

Reference Name and Address	Telephone Number/Email
1.	
2.	
3.	

V. AGREEMENT

- 11. Have you ever been dismissed from a position? (Yes/No) _____ If yes, please attach a confidential letter of explanation.
- 12. Have you ever been asked to resign from a position? (Yes/No) _____ If yes, please attach a confidential letter of explanation.
- 13. Are you aware of any reason you would not be able to perform the duties required of the position for which you are making an application? (Yes/No) _____ If yes, please attach a confidential letter of explanation.
- 14. Have you ever been convicted of a felony or misdemeanor other than a minor traffic offense? (Yes/No) _____ If yes, please attach a confidential letter of explanation. A.R.S. 13.604.01

Language other than English: Speak: _____ Write: _____ Read: _____.

Do you have a Fingerprint Clearance Card? (Yes/No) _____ If yes, please provide Card Number: _____ Expiration Date: _____.

Are any of your relatives presently employed with Sanders Unified School District? Yes No If yes, name of relative(s) and relationship(s): _____

Are you a retired member of the Arizona State Retirement System? (Yes/No) _____

I hereby certify that the above information, to the best of my knowledge is true, accurate and complete. Any misrepresentation or omission of facts shall be sufficient cause for my disqualification for employment or termination of employment. Furthermore, it is understood that this application and records become the property of Sanders Unified School District #18 (the District). If I am employed with the District, I further agree to observe all rules, regulations, procedures and policies of the District now in force and effect and they may change during my employment.

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 District. I authorize the District to make reference checks prior to employment and I will execute documentation to facilitate this investigation. I release from liability any person giving or receiving such information. 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: _____

Sanders Unified School District #18 will comply with all federal and state statutes, laws, rules and regulations that prohibit discrimination in employment.

How did you hear about Sanders Unified School District #18: _____

University Bulletin Newspaper Career Fair SUSD Website Current SUSD Employee Other _____

Please do not send official transcripts. Items sent prior to employment are scanned into our computer system and then batch filed. If you submit official transcripts at this time you will be required to resubmit them upon a contract offer.