ADMINISTRATIVE APPLICATION

Southwest Technical Education District of Yuma #96
899 E Plaza Circle • Yuma, AZ 85365
Phone 928-366-5903●Email: employment@stedy01.org

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status. 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.

AN EQUAL OPPORTUNITY EMPLOYER

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Administrative position for which you are applying: _____

This application will be considered complete when the District is in receipt of the following:

_____ letter of interest
_____ completed application form
_____ copy of current AZ certification(s)
_____ placement credential(s) or resume
_____ transcript(s) of credits/degrees (copies are ok, but originals required at hiring)

1. PERSONAL:

Name: _____ Social Security #: (will be requested if hired)
(Last) (First) (Middle)

Address: _____ Email: _____
(Number/Street) (City) (State/Zip)

Primary Phone: _____ Other Phone: _____

2. PRESENT EMPLOYMENT:

Title of present position: _____ Employed by: _____

Business Address: _____ Business Phone: _____

Number of Students Supervised _____ Number of Staff Supervised: _____

Length of time in present position: _____ Present contractual relationship and salary: _____

_____

3. SUMMARY OF EXPERIENCE: List employment experience in chronological order (most recent at top). Please include both teaching and administrative experience.

Institution and Location	Position	From/To	Years

4. SUMMARY OF EDUCATION: (list in chronological order, most recent at top):

Name of School and Location – Include High School, College, Graduate Work	Dates	Sem. Hrs.	Degree/ Diploma	Major Subject	Minor Subject

5. ARIZONA CERTIFICATION: (list all you hold)

Certificate Type	Certificate Number	Expiration Day

If not presently certified in Arizona, when do you expect to be? _____

_____

6. COMMUNITY INVOLVEMENT, SERVICE, AND HONORS:

_____

_____

_____

_____

7. REFERENCES:

Are your updated credentials on file with a placement bureau? Yes ( ) No ( )

If Yes, have you requested that they be forwarded to us? Yes ( ) No ( )

If No, please include an updated resume and three (3) letters of reference with this application.

Please list persons who are knowledgeable of your professional work. *Be sure to include your current/most recent immediate supervisor.*

Name	Official Position	Address	Dates	Phone

May we contact references, both listed and otherwise upon receipt of application? Yes ( ) No ( )

Please respond to the following questions. "Yes" answers 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.

8. 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: _____

9. 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: _____

10. 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: _____

11. 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: _____

12. 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. _____
_____
_____

13. Have you ever been convicted of a felony? Yes ( ) No ( ) If yes, attach an explanation.

14. RECRUITMENT SOURCE: Please indicate the publication or other source where you obtained information regarding this position so we can determine the effectiveness of various recruitment efforts.
_____

15. WRITING SAMPLE: Please describe in an attached one-page document a time when you exhibited strong leadership skills which positively impacted your educational organization.

I attest that all information provided in this application is true and correct. I understand that, if employed, false statements shall be considered sufficient cause for dismissal. I authorize the verification of this information and the release of grade transcripts and additional information pertinent to my employment from the sources identified in this application.

_____ _____
Signature of Applicant Date