Southwest Technical Education District of Yuma #96
899 E Plaza Circle, Suite 3
Yuma, AZ 85365
HR:Phone 928-366-5903
Email: employment@stedy01.org
www.stedycte.org

CLASSIFIED APPLICATION

AN EQUAL OPPORTUNITY EMPLOYER

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.

Date: _____ Social Security #: (will be requested if hired)

Name:_____ Email Address:_____
(Last) (First) (Middle)

Address: _____
(Street or PO Box) (City) (State) (Zip)

Telephone (_____)_____ Message Phone (_____)_____

Position(s) applied for: _____

1. If you are under 18 years of age, can you provide required proof eligibility to work?	☐ N/A	☐ Yes	☐ No
2. Have you ever been employed with us before? If so, please give dates. _____		☐ Yes	☐ No
3. Are you currently employed?		☐ Yes	☐ No
4. May we contact your current employer?		☐ Yes	☐ No
5. Are you prevented from lawfully becoming employed in this country because of Visa or Immigration status? (Proof of citizenship or immigration status will be required upon employment.)		☐ Yes	☐ No
6. On what date would you be available for work? _____			
7. Are you available to work: _____Full Time _____Part Time _____Temporary			
8. Are you currently on lay off status and subject to recall?		☐ Yes	☐ No
9. Can you travel if your job requires it?		☐ Yes	☐ No

Please explain any “yes” answers to Questions #2, 5, and 8: _____

_____

_____

_____

EMPLOYMENT EXPERIENCE

****

Start with your present or last job. Include any job-related military service, assignments, and volunteer activities. You may exclude organizations that indicate race, color, religion, gender, national origin, disabilities, or other protected status.

When including a resume, we will still need the following information complete on this application:

Organization / Name of Supervisor	Address and Telephone	Full Time/ Part Time (circle one)	Dates Employed	Hourly Rate/ Salary	Job Title/Work Performed/ Reason for leaving
		Full Time Part Time	From: To:	Starting: Ending:	
		Full Time Part Time	From: To:	Starting: Ending:	
		Full Time Part Time	From: To:	Starting: Ending:	
		Full Time Part Time	From: To:	Starting: Ending:	

EDUCATION	Name and Address of School	Course of Study	Years Completed	Diploma or Degree
High School				
College				
Trade/Business School				
Military Service				
Certifications				

Describe any job-related training, specialized training, apprenticeship, skills, extra-curricular activities and/or any additional information you feel may be helpful to us in considering your application.

_____

_____

_____

COMPUTER SKILLS/EXPERIENCE:

Applications	Versions	Years Experience	User Level (A = Advanced I = Intermediate; B = Beginner)
MS Word			
MS Excel			
MS Outlook			
MS Power Point			
MS Publisher			
Other			
Other			

What languages other than English do you speak fluently? _____ Read? _____
Write?_____

How did you learn about this position or office?
☐ Advertisement ☐ Employment Agency ☐ Friend ☐ Relative ☐ Walk-in ☐ Other _____

REFERENCES: Provide three to five references that are familiar with your professional and work-related background and skills. Be sure to include your current/most recent immediate supervisor.

Name	Address	Phone
Name	Address	Phone
Name	Address	Phone
Name	Address	Phone
Name	Address	Phone

"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. _____
_____
_____
Use this space for any additional comments or information: _____
_____

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

READ THIS PARAGRAPH BEFORE SIGNING THIS APPLICATION

Every answer I have provided on this application is both complete and truthful. I understand and agree that (1) if any information is omitted from or not filled in on this application, or if any false information is furnished, the District will 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; and (3) if I am employed by the District, may be dismissed from employment, criminally prosecuted, and if certified, my certificate may be revoked, if it is later determined that I have furnished false information on this application.

I understand, at the time of hire, I will be responsible for costs that may be incurred for completion of fingerprinting and/or background investigation fees.

Signature Applicant:_____ Date:_____

PLEASE NOTE: APPLICATIONS ARE DECLARED INACTIVE AFTER TWELVE (12) MONTHS AND DESTROYED.

POSITION	REVIEW DATE	POSITION	REVIEW DATE	POSITION	REVIEW DATE	POSITION	REVIEW DATE