

Aguila Elementary School District #63
P.O. Box 218; 50023 N. 514th Ave.
Aguila, Arizona 85320
Telephone (928) 685-2222 Fax (928) 685-2433
Email: awannemacher@aguilaschool.org
www.aguilaschool.org

APPLICATION FOR CLASSIFIED EMPLOYMENT

1. PERSONAL INFORMATION:

Date Received: _____

Name _____ Social Security No _____

Mailing Address: _____ Physical Address: _____

City _____ State: _____ Zip _____ Phone: _____

Email: _____

Position(s) desired (Indicate one or more preference of positions):

First Choice _____ Second Choice _____

Third Choice _____ Fourth Choice _____

Working time desired (Indicate one or more)

_____ Full-Time _____ Part-Time _____ Temporary _____ Substitute _____ Shift Work

2. CURRENT EMPLOYMENT DATA:

a. Are you currently employed? _____ Yes _____ No

a. When will you be available to begin work _____.

c. Have you ever been employed by Aguila ESD #63? _____ 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 prior to and as a condition of employment. All successful candidates will be placed on a probationary period of Ninety (90) working days before a recommendation is made to the

Governing Board for hire. The successful candidates will not be officially hired by the Governing Board until fingerprint clearance has been obtained by the District Office

Aguila Elementary School District No. 63 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 at least 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
From: ____ / ____ / ____ To: ____ / ____ / ____			
From: ____ / ____ / ____ To: ____ / ____ / ____			
From: ____ / ____ / ____ To: ____ / ____ / ____			
From: ____ / ____ / ____ To: ____ / ____ / ____			

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 TRAINING:

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/Trade School						

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"/> Food Services | <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"/> Phototypesetter | <input type="checkbox"/> Printer |

In your own words **and in your own handwriting**, please provide in the area below a brief explanation of why you should be considered for a position with the Aguila 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 (if known)	Phone Number

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:

- a. 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.
- b. If any false information is furnished, I will be ineligible for any future consideration for employment and may be subject to criminal prosecution.
- c. 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 email, mail, or deliver this application and all related materials to:

Office of the Superintendent
Aguila Elementary School District No. 63
P.O. Box 547; 50023 N. 514th Ave.
Aguila, Arizona 85320
Phone (928) 685-2222 FAX (928) 685-2433

8. BACKGROUND CHECK AND INFORMATION:

Due to the responsibility the Aguila Elementary School District No. 63 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.)

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 Aguila Elementary School District No. 63.

I authorize the Aguila Elementary School District No. 63 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	
		Date of Conviction	
Court of Conviction		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			