



Palominas Elementary School District #49

*P.O. Box 38 – Hereford, AZ 85615
Telephone (520) 366-6204 Ext. 102 – Fax (520) 366-5717*

**APPLICATION
FOR
CLASSIFIED
EMPLOYMENT**

- Dr.
- Mr.
- Mrs.
- Miss
- Ms.

LAST

FIRST

MIDDLE

ADDRESS: _____

STREET

CITY

STATE

ZIP

HOME PHONE

CELL PHONE

MESSAGE PHONE

DATE

EMAIL ADDRESS: _____

POSITION DESIRED: _____

*Submission of resume recommended, not required.
Applications will be retained for two (2) years.*

FOR OFFICIAL USE ONLY

REFERENCE CHECKS: _____

INTERVIEW: _____

INITIAL: _____

An Equal Opportunity Employer

The District does not discriminate on the basis of age, race, color religion, sex, marital status, handicap, or national origin.

**BOTH MALE & FEMALE
ARE URGED TO APPLY**

PERSONAL DATA (Please type or print)

1. Name: _____
2. Other names used: _____ Dates of usage: _____
3. Previous mailing address: _____
 STREET CITY STATE ZIP
4. POSITION(S) DESIRED: (Indicate one or more) Full-Time Part-Time Temporary
- a. _____ b. _____ c. _____
- If you are interested in **Instructional or Non-Instructional Aide** positions, please check here.
5. When will you be available? _____
6. Do you have a driver's license? _____ Type: _____ DL#: _____

WORK EXPERIENCE

7. List last three (3) employers – most recent experience first.

DATES EMPLOYED		EMPLOYER'S NAME (include address & phone)	SUPERVISOR'S NAME & PHONE	REASON FOR LEAVING	POSITION TITLE & SALARY
From:					
To:					\$
From:					
To:					\$
From:					
To:					\$

8. If employed now, may we make inquiries of your present employer? Yes No
9. Please explain any gaps in employment over 30 days. _____
10. Have you ever been dismissed from a position? (please check) Yes No
 If yes, please explain: _____
11. Have you ever been asked to resign from a position? (please check) Yes No
 If yes, please explain: _____

EDUCATION

12. List schools attended and special training received:

Check highest year completed High School 7 8 9 10 11 12 College 13 14 15 16

	Name	Location	Dates Attended	Year Grad	Degree	Major Area of Study
HIGH SCHOOL						
HIGH SCHOOL						
COLLEGE OR TECHNICAL SCHOOL						
COLLEGE OR TECHNICAL SCHOOL						

Describe additional training not listed above (i.e., trade schools, business schools, etc.)

PROFESSIONAL EXPERIENCE OR TRAINING

13. Check items in which you have had 12 months experience or training.

- | | | |
|---|--|---|
| <input type="checkbox"/> 1. Analyst/Programmer | <input type="checkbox"/> 15. Electronic Technician | <input type="checkbox"/> 30. Plumbing/Pipefitting |
| <input type="checkbox"/> 2. Audio-Visual | <input type="checkbox"/> 16. Engine Repair | <input type="checkbox"/> 31. Phototypesetter/Paste-up |
| <input type="checkbox"/> 3. Auto/Truck Service Worker | <input type="checkbox"/> 17. Food Service | <input type="checkbox"/> 32. Printer/Photographer |
| <input type="checkbox"/> 4. Bookkeeping/Accounting | <input type="checkbox"/> 18. Gardener | <input type="checkbox"/> 33. Purchasing/Buyer |
| <input type="checkbox"/> 5. Brailist/Interpreter | <input type="checkbox"/> 19. Heavy Equip. Operator | <input type="checkbox"/> 34. Refrigeration Repair |
| <input type="checkbox"/> 6. Bus or Truck Driver | <input type="checkbox"/> 20. Irrigation | <input type="checkbox"/> 35. Secretary/Manual Dictation |
| <input type="checkbox"/> 7. Carpentry, Woodworking | <input type="checkbox"/> 21. Library/Bookstore | <input type="checkbox"/> 36. Security/Messenger/Guard |
| <input type="checkbox"/> 8. Clerk/Typist | <input type="checkbox"/> 22. Locksmith | <input type="checkbox"/> 37. Sheet Metal |
| <input type="checkbox"/> 9. Computer | <input type="checkbox"/> 23. Masonry | <input type="checkbox"/> 38. Steamfitter |
| <input type="checkbox"/> 10. Concrete/Blockwork | <input type="checkbox"/> 24. Mechanical Work | <input type="checkbox"/> 39. Upholsterer |
| <input type="checkbox"/> 11. Custodial | <input type="checkbox"/> 25. Nutritionist | <input type="checkbox"/> 40. Warehouse/Receiving |
| <input type="checkbox"/> 12. Data Processing
(Other than keypunch) | <input type="checkbox"/> 26. Office Machine Repair | <input type="checkbox"/> 41. Welding |
| <input type="checkbox"/> 13. Diesel/Gas Mechanic | <input type="checkbox"/> 27. Painting | <input type="checkbox"/> 42. Word Processing |
| <input type="checkbox"/> 14. Electrical Work | <input type="checkbox"/> 28. Payroll | <input type="checkbox"/> 43. Other |
| | <input type="checkbox"/> 29. Receptionist | |

PERSONAL INFORMATION

14. Are you a former Palominas School District employee? Yes Dates of Employment: _____ No
(please check)

15. List any friend or relative currently employed by the Palominas Elementary School District

NAME	RELATIONSHIP	DEPARTMENT OR SCHOOL

PERSONAL REFERENCES

16. Give names and complete addresses of three (3) references that are familiar with your personality, character, and work habits.

NAME	YEARS	OFFICIAL	ADDRESS			
			STREET	CITY	STATE	PHONE

INFORMATION RELEASE WAIVER

I hereby release the officers, agents, employees, and directors of each of my past employers from any and all liability arising from disclosure of personnel records and from verbal appraisals of my past performance made by the supervisors, managers, and other administrators of:

 Name of Last Employer

I understand and agree that this waiver includes any and all manners of actions that I may now or have or may have in the future concerning such disclosures, regardless of their nature.

 Employee/Applicant Signature

Fingerprinting is a requirement of the Palominas Elementary School District #49.
 There will be a **fee** assessed.

