



Continental School District No. 39

Governing Board

Ruth Bennett, *President*
Ralph Nickl, *Clerk*
Andrew McGibbon, *Member*
Sergio Arellano, *Member*
Stephen Oesterle, *Member*

Administration

Roxana Rico, *Superintendent*
Mary McNichols, *Principal*
Steven Lathen, *Director of Student Services*
Elaine Armienti, *Director of Business Services*

Address

1991 E. White House Canyon Road
P. O. Box 547
Green Valley, Arizona 85622
Telephone: 520.625.4581
Fax: 520.648.2569
<http://www.continentalesd.org>

Dear Substitute Teacher Applicant:

We are happy that you have expressed an interest in joining the professional staff as a Substitute Teacher in the Continental School District!

We request a complete application file, which consists of:

- Substitute Teacher application and information form
- Copy of Fingerprint Clearance Card
- Copy of valid Arizona Substitute Certificate or Arizona Teaching certificate

If you need information about how to obtain an Arizona Substitute or Teaching certificate, please contact the Arizona Department of Certification office at (520) 628-6326, or visit their website at <https://www.ade.az.gov/certification/>.

If you have any questions, please call us at (520) 625-4581.

Sincerely,

Mary McNichols,
School Principal

SUBSTITUTE TEACHER APPLICATION

Name _____ Date _____

Mailing Address: _____

City: _____ Zip: _____ Phone: _____ E-mail _____

List Teaching Experience (most recent first). Attach an additional page if necessary.

Dates From/To	Salary	Name of School City/State	Grade Level and Subject	Supervisor	Telephone Number

Employment Other Than Teaching

Dates From/To	Employer and Address	Position	Supervisor Name and Telephone Number

References (other than former employers)

Name/Title _____	Telephone: _____
Address: _____	
<i>Street</i>	<i>City/State</i>
<i>Street</i>	<i>City/State</i>
<i>Street</i>	<i>City/State</i>
Name/Title _____	Telephone: _____
Address: _____	
<i>Street</i>	<i>City/State</i>
<i>Street</i>	<i>City/State</i>
<i>Street</i>	<i>City/State</i>
Name/Title _____	Telephone: _____
Address: _____	
<i>Street</i>	<i>City/State</i>
<i>Street</i>	<i>City/State</i>
<i>Street</i>	<i>City/State</i>

Have you ever been dismissed from a teaching position? (circle one) YES NO If yes, explain.

Have you ever been convicted of an offense other than minor traffic? (circle one) YES NO If yes, attach confidential letter of explanation. **NOTE:** an affirmative response DOES NOT constitute an automatic bar to employment.

I certify that the information presented on this application, as well as the information contained on any résumé I provide to the Sahuarita Unified School District is true, accurate and complete. I authorize the investigation of all statements contained in this application and on any résumé I provide. I understand that any misrepresentation or omission of pertinent facts on this application or any resume is cause for dismissal.

SIGNATURE _____ DATE _____

Continental School District does not discriminate on the basis of race, color, national origin, religion, sex, age or disability.

BACKGROUND CHECK & AFFIDAVIT

This form must be completed and signed in order to be considered for employment.

1. 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? Yes No

2. 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? Yes No

3. 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? Yes No

If any of the above statements have been answered "yes", please explain:

AFFIDAVIT (Please read carefully before signing.)

My signature below indicates that I HAVE READ, I UNDERSTAND, AND I AGREE to the following:

It is the policy of the district not to discriminate on the basis of race, color, religion, gender (including sexual harassment as described in the districts' policies concerning sexual harassment), sexual orientation, age, national origin, disability, marital status, political affiliation, or veteran status in its educational programs, activities or employment policies as required by federal law. The district abides by federal laws regarding people with disabilities. If you have a special need, reasonable accommodations will be made in accordance with the American Disabilities Act of 1990. Inquiries regarding compliance with any of the above may be directed to the district's Human Resources Department; or to the Director of the Office For Civil Rights, U.S. Department of Education, Federal Office Building, 1244 Speer Blvd., Suite 310, Denver, CO 80204-3582.

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 consideration for employment and may be subject to criminal prosecution; and (3) if I am employed by the district, I 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 that in order for this district to determine my eligibility, qualifications and suitability for employment, the school district will conduct a background investigation if I am considered for an offer of employment. This investigation may include asking my current and any former employer and educational institution I have attended about my education, training, experience, qualifications, job performance, professional conduct, and evaluations; as well as confirming my dates of employment or enrollment, position(s) held, reason(s) for leaving employment, whether or not I could be rehired, reason for not rehiring (if applicable), and similar information.

In accordance with Arizona Revised Statute 15-512, personnel employed by the district shall certify that they are not awaiting trial on and have never been convicted of or admitted in open court or pursuant to a plea agreement committing any of the following criminal offenses in this state or similar offenses in another jurisdiction:

Sexual abuse of a minor; incest; first or second degree murder; kidnapping; arson; sexual assault; sexual exploitation of a minor; felony offenses involving contributing to the delinquency of a minor; commercial sexual exploitation of a minor; felony offenses involving sale, distribution or transportation of, offer to sell, transport or distribute or conspiracy to sell, transport or distribute marijuana, dangerous drugs or narcotic drugs; felony offenses involving the possession or use of marijuana, dangerous drugs or narcotic drugs; misdemeanor offenses involving the possession or use of marijuana or dangerous drugs; burglary in the first degree; burglary in the second or third degree; aggravated or armed robbery; robbery; a dangerous crime against children as defined in section 13-604.01; child abuse; sexual conduct with a minor; molestation of a child; manslaughter; assault or aggravated assault; or exploitation of minors involving drug offenses.

AFFIDAVIT...continued (Please read carefully before signing.)

It is unlawful for a person seeking employment with this district to fail to give notice of conviction of a dangerous crime against children such as defined in Arizona Revised Statute 13-604.01. (Second degree murder; aggravated assault resulting in serious physical injury or involving the discharge, use or threatening exhibition of a deadly weapon or dangerous instrument; sexual assault; molestation of a child; sexual conduct with a minor; commercial sexual exploitation of a minor; sexual exploitation of a minor; child abuse; kidnapping; sexual abuse; taking a child for the purpose of prostitution; child prostitution; involving or using minors in drug offenses; continuous sexual abuse of a child; attempted first degree murder.)

If employed by this school district, employment is conditional and rests upon (a) satisfactory pre-employment reference checks, (b) results of fingerprint check, and is subject to (c) the policies and regulations of the district, (d) submitting documentary proof of authorization to work in the United States, (e) and, if required, appropriate state certification/licensing. Employment will not be finalized until the background investigation has been completed. Misrepresentation or omission of pertinent facts may be cause for termination. Parties providing this information will be released from any liability in connection with reference and fingerprint checks made by the district.

Under penalty of prosecution and termination, I hereby certify that the information presented on this application 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 agents of the school district.

Applicant's Signature _____

Date _____