**Naco Elementary School District #23**

**Application for Certified or Administrative Positions**

**1911 W. Valenzuela, P.O. Box 397, Naco, AZ 85620**

**Telephone 520-432-5060 FAX 520-432-4161**

**(Include resume with application)**

**PERSONAL**

**INFORMATION** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(Last Name) (First) (Middle)**

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**Mailing Address**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**City State Zip**

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**Home Telephone Business Telephone Cell Phone**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Email Address Social Security Number**

**CURRENT EMPLOYMENT**

**Current Position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Current Compensation \_\_\_\_\_\_\_\_\_\_\_\_\_**

**Employer: Type of school district, firm or organization \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Please list, in order of preference, the position or positions Extracurricular Activities**

**for which you are qualified you are qualified to sponsor**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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***If an elementary applicant, please answer the next three questions:***

**1. Can you teach music in your grade? \_\_\_\_ 2. What musical instrument do you play? \_\_\_\_\_\_\_\_\_\_\_\_**

**3. Can you teach creative art in a self-contained classroom? \_\_\_\_\_\_\_\_\_\_**

**Do you have any relatives employed in the District? \_\_\_\_\_\_\_\_\_\_**

**Have you ever been convicted of a felony? No \_\_\_\_\_ Yes \_\_\_\_\_ (please give details on separate sheet of paper) Conviction of a crime is not an automatic bar to employment. The district will consider the nature of the offense, the date of the offense, and the relationship between the offense and the position applied for.)**

**Do you have any physical, mental or medical disabilities which would interfere with your ability to perform the job for which you have applied? No \_\_\_\_ Yes \_\_\_\_ (please give details on a separate sheet of paper)**

**List certificates held and date of expiration: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Education Preparation:**

***Name University Course Graduated Degree***

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| --- | --- | --- | --- |
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**Teaching Experience:**

***Name of School Location Grade/Subject Dates Reason for Leaving***

***Practice Teaching***

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**Other Experience:**

***Employers Name Location Position Held Dates Reason for Leaving***

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| --- | --- | --- | --- | --- |
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**References:**

***May we request a reference from your present employer? \_\_\_\_\_ Do NOT repeat names contained in your credentials. If possible, list principal or supervisors.***

**PLEASE PRINT**

**Name (complete) Official Position Address (complete) Telephone Number**

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**Undergraduate Degree:**

**Degree Earned \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Major \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ GPA \_\_\_\_\_\_\_**

**Graduate Degree:**

**Degree Earned \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Major \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ GPA \_\_\_\_\_\_\_**

**Numbers of years taught in major field: \_\_\_\_\_\_\_\_\_ Minor Field: \_\_\_\_\_\_\_\_\_**

**To the best of my knowledge, the information on this application is correct and complete. I agree to have any of the above statements checked by the district and release from all liability or responsibility all persons, corporations, schools or other organizations furnishing information. I understand that misrepresentation of facts or unsatisfactory references is cause of termination.**

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**CONSENT TO CONDUCT BACKGROUND INVESTIGATION**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, HAVE APPLIED TO EMPLOYMENT WITH the Naco Elementary School District to work as a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. I understand that in order for the School District to determine my eligibility, qualifications, and suitability for employment, the School District will conduct a background investigation to determine if I am to be considered for an offer of employment. This investigation may include asking my current employer, any former employer, and any 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 I could be rehired, reasons for not rehiring (if applicable), and similar information.

I hereby give my consent for any employer or educational institution to release any information requested in connection with this background investigation.

According to the Family Educational Rights and Privacy Act, I understand that I have a right to see most education records that are maintained by any educational institution.

According to Arizona Revised Statutes Section 23 – 1361, any employer that provides a written communication to the School District regarding my current or past employment must send me a copy at my last known address. I acknowledge that some employers are unwilling to provide factual written references concerning a current or past employee unless they may do so confidentially, without revealing the references to the employee, and that the School District will not further consider my application if it cannot complete its background investigation.

In light of the preceding paragraph, I waive \_\_\_\_\_\_ / do not waive \_\_\_\_\_\_ *(initial only one)* my right to receive a copy of any written communication furnished to the School District by any employer.

Whether or not I have waived my right to see or to receive copies of written references furnished to the School District by employers or educational institutions, I release, hold harmless, and agree not to sue or file any claim of any kind against any current or former employer or educational institution, and any officer or employee of either, that in good faith furnishes written or oral references requested by this School District to complete its background investigation.

A photocopy of facsimile (“fax”) copy of this form that shows my signature shall be as valid as an original.

DATED this \_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_20\_\_\_.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Witness Applicant

**REQUIRED FOR ALL CATEGORIES OF EMPLOYEES:** The following information is needed regarding criminal convictions. A record of conviction does not prohibit employment; however, failure to complete this report accurately and completely shall result in disqualification from consideration for employment, or may be cause for dismissal or result in prosecution for filing false information with a public agency. Applicants and employees must also report any convictions that occur subsequent to completing this report. Questions regarding this report may be directed to the Human Resources Department at 432-5060. Please read carefully, answer each question and sign and date the bottom.

Social Security Number:

Last Name: First Name:

M.I. Other Name Used: Date of Usage:

Have you ever been convicted of a minor offense other than traffic violations? Yes\_\_\_ No\_\_\_

Have you ever been convicted of a felony? Yes\_\_\_ No\_\_\_

Have you ever been convicted of a drug-related offense? Yes\_\_\_ No\_\_\_

Have you ever been convicted of a sex-related offense? Yes\_\_\_ No\_\_\_

Have you ever been convicted of any of the following?

1. Sexual abuse of minor
2. Incest
3. First or second degree murder
4. Kidnapping
5. Arson
6. Sexual assault
7. Sexual exploitation of a minor
8. Felony offenses involving contributing to the delinquency of a minor
9. Commercial sexual exploitation of a minor
10. Felony offenses involving sale, distribution or transportation of, offer to sell, transport or distribute or conspiracy to sell, transport or distribute marijuana, dangerous drugs of illicit drugs
11. Felony offenses involving the possession or use of marijuana, dangerous drugs or narcotic drugs
12. Misdemeanor offenses involving the possession or use of marijuana and/or dangerous drugs
13. Burglary in the first degree
14. Burglary in the second or third offense
15. Aggravated or armed robbery
16. Robbery
17. A dangerous crime against children as defined in ARS 13’604.01
18. Child abuse
19. Sexual conduct with a minor
20. Molestation of a child
21. Manslaughter
22. Aggravated assault
23. Assault
24. Exploitation of minors involving drug offenses.
25. Driving under the influence of intoxicating liquor or drugs as prescribed in ARS 28-1381 or aggravated driving under the influence of intoxicating liquor or drugs as prescribed in ARS 28-1383
26. Offenses involving domestic violence

**If any of the above answers are marked “YES”, fill in the information below.**

Conviction Charge(s):

Date(s) of conviction(s):

City/State: Amount of fine:

Length of jail term: Length and Terms of Probation:

Comments:

**CONVICTION** means a final judgment on a verdict or a finding of guilt, or a plea of nolo contendere (No contest), 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.