**SUPPORT STAFF EMPLOYMENT APPLICATION**

POSITION APPLYING FOR: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NAME\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_CONTACT: ( ) \_\_\_\_\_ - \_\_\_ \_\_\_ ( ) \_\_\_\_\_\_ - \_\_\_\_\_\_\_

 Last First Middle Main phone number Other number

ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Mailing Address Street Address City State Zip Code

IDENTIFIERS: \_\_\_\_\_\_\_\_ - \_\_\_\_\_\_\_\_ - \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Social Security Number Date of Birth (mm/dd/yyyy) Driver’s License Number/State issued

**EDUCATION/TRAINING**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Name of School** | **Location** | **Courses Completed/Degree Earned** | **Final Year** |
| High School |  |  |  |  |
| Vocational |  |  |  |  |
| College |  |  |  |  |
| Other |  |  |  |  |

**SPECIAL SKILLS OR CERTIFICATIONS (LANGUAGES, COMPUTER SKILLS, CERTIFICATIONS, ETC.)**

|  |  |
| --- | --- |
|  |  |
|  |  |
|  |  |
|  |  |

**WORK EXPERIENCE**

|  |  |  |  |
| --- | --- | --- | --- |
| Company Name |  | Employment Dates |  |
| Company Address |  | Reason for Leaving |  |
| Position Held |  | Supervisor Name |  |
| Duties |  | Phone Number |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Company Name |  | Employment Dates |  |
| Company Address |  | Reason for Leaving |  |
| Position Held |  | Supervisor Name |  |
| Duties |  | Phone Number |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Company Name |  | Employment Dates |  |
| Company Address |  | Reason for Leaving |  |
| Position Held |  | Supervisor Name |  |
| Duties |  | Phone Number |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Company Name |  | Employment Dates |  |
| Company Address |  | Reason for Leaving |  |
| Position Held |  | Supervisor Name |  |
| Duties |  | Phone Number |  |

**REFERENCES (3)**

|  |  |  |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |

Do you hold a valid Arizona **Commercial Driver’s** License? \_\_\_\_\_\_Yes \_\_\_\_\_\_No

**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.

**LISTS OF ACCEPTABLE DOCUMENTS**

  **LIST A LIST B LIST C**

Documents that Establish Both Documents that Establish Documents that Establish

 Identity and Employment **OR** Identity **AND** Employment Eligibility

|  |  |  |
| --- | --- | --- |
|  1. U.S. Passport (unexpired or  expired)  | 1. Driver’s license or ID card issued  by a state or outlying possession  of the United States provided it  contains a photograph or information  such as name, date of birth, gender,  height, eye color and address.  | 1. U.S. social security card issued the Social Security Administration (other than a card stating it is not valid for employment). |
| 2. Certificate of U.S. Citizenship  (Form N-560 or N-561)  |
| 3. Certificate of Naturalization (Form N-550 or N-570) | 2. ID card issued by federal, state or local  government agencies or entities,  provided it contains a photograph or  information such as name, date of birth,  gender, height, eye color and address.  |  2. Certification of Birth Abroad  issued by the Department of  State (Form FS-545 or Form  DS-1350).  |
| 4. Unexpired foreign passport  with I-551 stamp or attached  Form I-94 indicating unexpired  Employment authorization.  |
|  3. School ID card with a photograph.  | 3. Original or certified copy of a birth  certificate issued by a state,  county, municipal authority or  outlying possession of the United  States bearing an official seal.  |
|   4. Voter’s registration card.  |
| 5. Permanent Resident Card or Alien Registration Receipt Card  with photograph.  (Form I-151 or I-551)  |
| 4. Native American tribal document. |
| 5. U.S. Military card or draft record. |
| 5. U.S. Citizen ID Card (Form I-197). |
| 6. Unexpired Temporary Resident  Card. (Form I-688) | 6. Military dependent’s ID card. |
| 6. ID Card for use of Resident Citizen  in the United States (Form I-179). |
|  7. U.S. Coast Guard Merchant Mariner Card.  |
| 7. Unexpired Employment Authorization Card  (Form I-688A)  |
| 8. Native American tribal document. | 7. Unexpired employment  authorization document issued by  DHS (other than those listed  under List A). |
| 8. Unexpired Reentry Permit (Form I-327) | 9. Driver’s license issued by a Canadian  government authority.  |
| **For persons under age 18 who are unable to present a document listed above:** |
|  |
| 9. Unexpired Refugee Travel  Document (Form 1-571)  | 10. School record or report card.  |
| 10. Unexpired Employment  Authorization Document issued by  DHS that contains a photograph.  (Form I-688B).  | 11. Clinic, doctor or hospital record.  |
|  12. Day-care or nursery school record. |

**Illustrations of many of these documents appear in Part 8 of the Handbook for Employers (M-274)**

**ALL NON-CERTIFICATED PERSONNEL FINGERPRINT LAW, TITLE 15, CHAPTER 5, ARTICLE SECTION 15-512 AND TITLE 15, CHAPTER 3, SECTION 15-534 OF ARIZONA REVISED STATUTES.**

All non-certificated personnel hired by Naco Elementary District No. 23 shall be fingerprinted as a condition of employment. The fingerprints and the form prescribed shall be submitted to the District within twenty days after an employee begins work. The District may terminate an employee if the information on the form provided is inconsistent with information received from the fingerprint check.

I certify that all information I have supplied on this form is correct to the best of my knowledge. I understand that omissions or deliberate misinformation will disqualify my application and, if hired, would serve as grounds for dismissal.

I understand that my employment is not finalized until the background investigation has been completed. I authorize the Naco Elementary District No. 23 to request and obtain records to determine the accuracy of my responses. I consent to have Naco Elementary District No. 23 contact the people listed on this form for references and authorize these individuals to provide truthful information regarding my qualifications for employment and previous work. I also agree to waive liability against persons named as references, provided the information they supply is honest, factual, and given without malice.

I agree to abide by all applicable Governing Board and Naco Elementary District agreements upon my acceptance of employment.

**VERIFICATION OF AVAILABILITY FOR EMPLOYMENT**

I hereby certify that I am not awaiting trial on and have never been convicted of or admitted committing any of the following offenses in this state or similar offenses in another jurisdiction:

Applicant for employment

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

 Printed Name

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

 Signature

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

 Date

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

Instructions:

 • Complete application completely

 • Attach resume

 • Attach (3) letters of reference

 • Copy of high school diploma, GED, college transcripts, college diploma, paraprofessional certificate.