

**CLARKDALE JEROME ELEMENTARY SCHOOL DISTRICT #3**  
**1615 MAIN STREET - P. O. BOX 248**  
**CLARKDALE, AZ 86324**  
**(928) 634-5035**  
**(928)639-0917 (FAX)**

**APPLICATION FOR EMPLOYMENT**

**CLASSIFIED**

(Please print or type)

1. Name \_\_\_\_\_  
Last First Middle

2. Present Address \_\_\_\_\_  
Street/P.O. Box City State Zip

3. Permanent Address \_\_\_\_\_  
Street/P.O. Box City State Zip

4. Phone ( ) \_\_\_\_\_ Cell Phone ( ) \_\_\_\_\_

5. Please list, in order of preference, the specific position or positions for which you are applying and are qualified for:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

5a. Part time: \_\_\_\_\_ Full time: \_\_\_\_\_ Full time only: \_\_\_\_\_

6. Have you ever interviewed with the Clarkdale Jerome Elementary School District before? \_\_\_\_\_

If yes, when? \_\_\_\_\_ Under what name? \_\_\_\_\_

7. Do you have any relatives, or family members that work for the district? \_\_\_\_\_

Relationship? \_\_\_\_\_

8. Do you speak/read/write any languages other than English? \_\_\_\_\_ If yes, what language(s)

do you speak/read/write? \_\_\_\_\_

It is the policy of Clarkdale Jerome Elementary School District #3 not to discriminate on the basis of sex, race, color, creed, age, disability, political affiliation, marital status or national origin in its educational programs, activities, or employment policies as required by Federal Law.

Compliance officer Kathleen Fleenor, Clarkdale Jerome Elementary School District Office, 1615 Main Street, Clarkdale, Az 86326, Telephone (928) 634-5035.

9. Have you ever been convicted or plead “no contest” for any violation of law other than minor traffic offenses? YES\_\_\_\_\_ NO\_\_\_\_\_. (NOTE: conviction of a crime is not an automatic bar from employment.)

If you answered yes, please give details: \_\_\_\_\_

NOTE: All candidates for positions with the Clarkdale Jerome Elementary School District will complete the A.R.S. 15-512 certification.

10. Complete in your own handwriting:

Statement as to why you feel qualified for the position(s) listed:

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

11. What are your strengths and weaknesses as related to the position for which you are applying?

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

Specific Clerical Skills (computer/software applications): \_\_\_\_\_

12. If applying for Teacher’s Aide position, please list specific activities working with children.

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

EDUCATION

13. NAME OF HIGH SCHOOL    LOCATION (CITY-STATE)    DATES ATTENDED

<u>COLLEGES- UNIVERSITY</u>	<u>LOCATION CITY-STATE</u>	<u>DATES ATTENDED</u>	<u>MAJOR</u>	<u>DEGREES OBTAINED</u>

<u>TECHNICAL OR BUSINESS SCHOOLS</u>	<u>LOCATION CITY-STATE</u>	<u>DATES ATTENDED</u>	<u>AREA OF STUDY</u>	<u>DIPLOMA/ CERTIFICATE OBTAINED</u>

**EMPLOYMENT RECORD:**

14. List in order, starting with your most recent employment:

Name of Employer: \_\_\_\_\_  
Location (City, State) \_\_\_\_\_ Phone ( ) \_\_\_\_\_  
Dates Employed: From: \_\_\_\_\_ To: \_\_\_\_\_  
Position Held: \_\_\_\_\_  
Rate of Pay Beginning \$ \_\_\_\_\_ ending \$ \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_

Name of Employer: \_\_\_\_\_  
Location (City, State) \_\_\_\_\_ Phone ( ) \_\_\_\_\_  
Dates Employed: From: \_\_\_\_\_ To: \_\_\_\_\_  
Position Held: \_\_\_\_\_  
Rate of Pay Beginning \$ \_\_\_\_\_ ending \$ \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_

Name of Employer: \_\_\_\_\_  
Location(City, State) \_\_\_\_\_ Phone ( ) \_\_\_\_\_  
Dates Employed: From: \_\_\_\_\_ To: \_\_\_\_\_  
Position Held: \_\_\_\_\_  
Rate of Pay Beginning \$ \_\_\_\_\_ ending \$ \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_

Name of Employer: \_\_\_\_\_  
Location(City, State) \_\_\_\_\_ Phone ( ) \_\_\_\_\_  
Dates Employed: From: \_\_\_\_\_ To: \_\_\_\_\_  
Position Held: \_\_\_\_\_  
Rate of Pay Beginning \$ \_\_\_\_\_ ending \$ \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_

**PERSONAL/PROFESSIONAL REFERENCES**

(Former supervisor, clergy, someone that can respond to your character and work habits)

15.

<u>NAME</u>	<u>TITLE</u>	<u>PRESENT ADDRESS</u>	<u>PHONE</u>

I hereby authorize each person, school district, firm, and corporation listed on my application to answer any questions that may be asked and to give information that may be sought concerning this application, my work habits, character of skills. (The Clarkdale Jerome Elementary School District will not contact your current employer without your permission.)

16. If presently employed, may we contact your present employer? \_\_\_YES \_\_\_NO

17. Why do you want to work for the Clarkdale Jerome Elementary School District?

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**18. BACKGROUND CHECK AND INFORMATION:**

In addition to the following information, a thorough background check may be made at the option of the Governing Board.

If additional space is needed, begin your explanation here and attach additional sheets and clearly identify as #18. Background Check and Information: A, B, C and D respectively.

**“YES “ answers to the following questions will not necessarily result in denial of employment. The District will consider all the circumstances, including the date and nature of events which have led to the actions described below. Your written explanation will assist the District in determining your eligibility and suitability for employment.**

- A. Have you ever been convicted of, admitted committing, pleaded no contest, or are you awaiting trial for any crime (excluding only minor traffic violations not involving any allegation of drug or alcohol impairment)? You must answer “YES” even if the matter was later dismissed, deferred, reversed, vacated or expunged. If you answer “YES”, you must provide dates of the proceedings, the name and address of the court where the proceedings occurred, a statement of the accusation against you and the final disposition of the case(s). \_\_\_\_ YES \_\_\_\_ NO

Explanation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- B. 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? You must answer “YES” even if the matter was later resolved with any form of settlement or severance agreement, regardless of its terms. If you answer “YES” you must provide the date of termination of employment, the name, address and telephone number of the employer(s) and a statement of the alleged reasons for termination. \_\_\_\_ YES \_\_\_\_ NO

Explanation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- C. 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 of complaint now pending against you before any licensing, certification or other regulatory agency or body, public or private? If you answer “YES” you must provide the dates of proceedings, name, address and telephone number of the agency or body where proceedings took place, a statement of the accusations against you, the final disposition and/or current status of the charge or complaint. \_\_\_\_ YES \_\_\_\_ NO

Explanation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- D. Are you now being investigated for any alleged misconduct or alleged grounds for discipline by any licensing, certification or other regulatory body (teacher certification or otherwise) or by your current or any previous employer? If you answer “YES” you must provide the name, address and telephone number of the employer or licensing body and a statement of the accusations against you. \_\_\_\_ YES \_\_\_\_ NO

Explanation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**19. CONSENT TO CONDUCT BACKGROUND INVESTIGATION AND RELEASE:**

Read this section carefully and sign in the presence of the witness who also shall sign below:

I, \_\_\_\_\_ (applicant's name), have applied for employment with the Clarkdale Jerome Elementary School District #3 to work as a \_\_\_\_\_, I understand that in order for the District to determine my eligibility, qualifications and suitability for employment, the 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 and other individuals 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.

I waive \_\_\_\_/do not waive \_\_\_\_ (initial only one) my right to see any written reference or other information provided to the district by any educational institution.

According to Arizona Revised Statutes Section 23-1361, any employer that provides a written communication to the 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 District will not further consider my application if it cannot complete its background investigation.

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

Whether or not I have waived my right to see or to receive copies of written references furnished to the District by employers or educational institutions, I release, hold harmless and agree not to use 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 furnished written or oral references requested by the District to complete its background investigation.

A photocopy or facsimile ("Fax") copy of this form that shows my signature shall be as valid as an original.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 200 \_\_\_\_.

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Type or Print Full Name

\_\_\_\_\_  
Type or Print Full Name

\_\_\_\_\_  
Position or Title

**20. ACKNOWLEDGMENT OF APPLICANT**

Read this paragraph carefully before signing this application

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:

1. if any information is omitted from or not filled in on this Application, or if any false information is furnished; the District may reject my application,
2. if any false information is furnished, I will be ineligible for any future consideration for employment and may be subject to criminal prosecution, and
3. 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, my certificate may be revoked.

I authorize investigation of all statements on the application form and other materials provided as part of my application for this position.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

APPLICATIONS WILL BE DISCARDED AFTER TWO YEARS FROM DATE OF RECEIPT UNLESS WE ARE NOTIFIED IN WRITING TO KEEP THE APPLICATION ON FILE.

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**OFFICE USE ONLY**

\_\_\_\_\_  
Date of Interview

\_\_\_\_\_  
Election Date

\_\_\_\_\_  
Assignment

\_\_\_\_\_  
Position Desired

\_\_\_\_\_  
Salary Class

\_\_\_\_\_  
Salary Step

\_\_\_\_\_  
Interviewed By

\_\_\_\_\_  
\$  
Salary Amount

\_\_\_\_\_  
Assignment