

PIMA UNIFIED SCHOOL DISTRICT 6

192 East 200 South

P.O. Box 429

Pima, Arizona 85543

www.pimaschools.org

An Equal Opportunity Organization

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

APPLICATION FOR CLASSIFIED EMPLOYMENT

Last First Middle Initial Social Security Number (Optional)

Address: Street City State Zip

Home Phone Message Phone Date

Permanent Address: Street City State Zip

E-Mail Home Phone Message Phone Date

Position(s) Desired (*indicate one or more*):

Full Time Part Time Temporary

1. _____ 2. _____ 3. _____

Submission of resume recommended, not required. This application must be completed without reference to resume. Applications will be retained for 1 year.

PERSONAL DATE (Please type or print)

1. Are you legally authorized to work in the United States of America? Yes No

2. When will you be available? _____

3. Other names used: _____ Date(s) of use _____

4. Previous mailing address: _____
Street City State Zip

5. If between 16 and 18 years of age, state your birth date: _____

6. Provide type and expiration date of driver's license(s).
_____/_____/_____; ____/____/____.

7. List languages, including English, in which you are proficient:

a. _____ b. _____ c. _____
 Speak Speak Speak
 Read Read Read
 Write Write Write

PROFESSIONAL AND OTHER WORK EXPERIENCE

8. Provide information below for employer for at least last ten years with most recent experience first. List employer’s phone number. “See Resume” is not responsive.

Dates Employed Month/Year	Employer’s Name (Include Address/Phone)	Supervisor’s Name	Reason for Leaving	Position Title
From: To:				
From: To:				
From: To:				
From: To:				
From: To:				

*You are required to provide the month and year for each date required. If you are being considered for employment, the District will contact your current and past employers. Attach supplemental sheet if necessary. Identify question(s) to which you are responding.

9. Please explain any gaps in employment of over 30 days, for the past 10 years. Attach supplemental sheet if necessary. Identify question(s) to which you are responding.

10. “Yes” answers to the following 3 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.

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 depending? You must answer “Yes” even if the matter was later resolved with any form of settlement or severance agreement, the name, address and telephone number of the employer (s) and a statement of the alleged reasons for termination.

_____ Yes _____ No Explanation: _____

Have you ever had any license or certificate of any kind (state certificate or otherwise) revoked or suspended, or have you in any way been sanctioned by, or is any charge or complaint against your 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 and the final disposition.

_____ Yes _____ No Explanation: _____

Are you now being investigated for any alleged misconduct or other alleged grounds for discipline by any licensing, certification or other regulatory body (state 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: _____

EDUCATION AND PROFESSIONAL PREPARATION

11. List schools attended and special training received.

HIGH SCHOOL: (Circle highest year completed)
7 8 9 10 11 12 GED

Year Graduated/GED Received: School (City & State):

Trade/Business School	Location	Dates	Year Grad.	Certificate	Major Area of Study
College Name	Location	Dates	Year Grad.	Degree	Major Area of Study

Describe additional training not listed above.

PERSONAL REFERENCES

12. Give names and complete addresses of 3 references that are familiar with your personality, character and work habits. (*Do not use relatives as references*).

Name	*Date Known	Occupation	Address	Phone

*Provide month and year.

CONVICTION DISCLOSURE

Because of the responsibility the Pima Unified School District has to its school children and community, the following information is needed from all applicants and employees regarding convictions.* A record of conviction does not necessarily disqualify applicant from consideration; however, failure to complete this form accurately and completely may mean disqualification from consideration for employment or may be cause for consideration of dismissal if employed and may result in prosecution for filing false information with a public agency. Applicants and employees must report any convictions that occur subsequent to the time they initially complete this form. Questions regarding this information should be directed to the Superintendent's Office. In conjunction with this, if you were not fingerprinted by Arizona Department of Education when you received your certificate, you will submit fingerprints for a background check. Please read carefully and answer every question. **Please print clearly.**

Name _____
Last First Middle

Other names used _____ Date(s) of use _____

1. Have you ever been convicted of, admitted to committing, plea bargained or are you awaiting trial for any crime (excluding only minor traffic violations not involving any allegation of drug or alcohol impairment)? A DUI conviction is not considered a minor traffic offense. *You must answer yes if the matter was later dismissed, vacated or expunged.* Yes No
2. Have you ever been convicted of a felony? ** Yes No
3. Are you now awaiting trial on a felony charge? Yes No
4. Have you ever been convicted of a sex or drug related offense? Yes No
5. Have you ever admitted or been convicted of a dangerous crime against children as defined in A.R.S. §13-604.01?*** Yes No

IF YOU ANSWERED YES TO ANY QUESTION 1 THROUGH 5, COMPLETE SUPPLEMENTAL CONVICITON INFORMATION

6. Is there any other information not required by this application that you should disclose to the District so it may accurately evaluate your fitness in a position of public trust with minor students? Yes No

(If you are uncertain as to the relevance or necessity to disclose a matter, trait, etc. disclose and the District will determine whether the information is pertinent. If your answer is Yes, fully explain using a separate sheet of paper if necessary.)

*CONVICITON means the final judgment on a verdict or a finding of guilty, a plea of guilty, or a plea of nolo contendere, 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 which has been expunged by pardon, reversed, set aside or otherwise rendered invalid.

**Please note that prior to hiring, you must submit a notarized statement attesting to the fact that you are not now awaiting trial on or have ever been convicted of or admitted in open court or pursuant to a plea agreement committing any of the crimes listed in A.R.S. §13-604.01. In conjunction with this you will submit fingerprints for a background check. The crimes required to be disclosed on the affidavit are:

A.R.S. §15-512 (D)

1. Sexual abuse of a minor.
2. Incest.
3. First or second degree murder.
4. Kidnapping.
5. Arson.
6. Sexual assault.
7. Sexual exploitation.

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 or narcotic drugs.
11. Felony offenses involving the possession or use of marijuana, dangerous drugs or narcotic drugs.
12. Burglary.
13. Aggravated or armed robbery.
14. Robbery.
15. A dangerous crime against children as defined in section 13-604.01.***
16. Child abuse.
17. Sexual conduct with a minor.
18. Molestation of a child.
19. Manslaughter.
20. Assault or aggravated assault.
21. Exploitation of minors involving drug offenses.
22. Driving under the influence of intoxicating liquor or drugs as prescribed in §28-1381 or aggravated driving under the influence of intoxicating liquor or drugs prescribed in §28-1383.
23. Offenses involving domestic violence.

*** **A.R.S. §13-601.01** prohibits any of the following committed against a minor under the age of 15.

1. Second Degree Murder.
2. Aggravated assault resulting in serious physical injury or involving the discharge, use or threatening exhibition of a deadly weapon or dangerous instrument.
3. Sexual assault.
4. Molestation of a child.
5. Sexual conduct with a minor.
6. Commercial sexual exploitation of a minor.
7. Child abuse as defined in §13-3623, subsection B, paragraph 1.
8. Kidnapping.
9. Sexual abuse.
10. Taking of a child for the purpose of prostitution as defined in §13-3206.
11. Child prostitution as defined in §13-3212.
12. Involving or using minors in drug offenses.
13. Continuous sexual abuse of a child.

CONVICTION INFORMATION			
1. Conviction Charge:		Date of Conviction:	Court of Conviction:
City	State	Amount of Fine:	Length of Jail Term
Remarks:			
Length and Terms of Probation:			
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City	State	Amount of Fine:	Length of Jail Term
Remarks:			
Length and Terms of Probation:			

**ACKNOWLEDGEMENT OF APPLICANT
READ CAREFULLY BEFORE SIGNING THIS APPLICATION**

Every answer I have provided in this application consisting of 6 pages is both complete and truthful. I understand and agree the (1) if any information is omitted from or not filled in on this application, or if any false or misleading information is furnished, the District will reject my application, (2) if any false or misleading 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, I may be dismissed from employment, criminally prosecuted and if certified, my certificate may be revoked, if it is later determined that I have omitted relevant or furnished false or misleading information on this application.

Under penalty of prosecution and dismissal, 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 the agents of Pima Unified School District.

I authorize the Pima Unified School District to make reference checks regarding my fitness for employment and I will execute such documents to facilitate this investigation. I understand that my employment is not finalized until the background investigation has been completed and the Governing Board has officially approved my employment. I understand that misrepresentation or omission of pertinent facts may be cause for dismissal.

Signature

Date