



# RIVERSIDE SCHOOL DISTRICT #2

## HUMAN RESOURCES DEPARTMENT

1414 S. 51<sup>st</sup> Avenue, Phoenix, AZ 85043



### APPLICATION PROCESS INFORMATION SHEET

**READ ME**

To ensure proper processing of your application, please read the following:

1. Along with the completed *Application for Employment*, ADMINISTRATIVE and CERTIFIED applicants must submit:
  - **COPY** of degree/college transcripts, certificates, endorsements, etc. as indicated in the job description. **Original transcripts are to be supplied ONLY upon request**
  - **COPY** of three (3) letters of recommendation
  - **COPY** of resume (optional)
2. Along with the completed *Application for Employment*, all CLASSIFIED applicants must submit:
  - **COPY** of high school diploma/GED, degree/college transcripts, certificates and Food Handler's Card etc. as indicated in the job description. **Original transcripts are to be supplied ONLY upon request.**
  - **COPY** of two (2) letters of recommendation
  - **COPY** of 60 college credit hour transcripts and/or WorkKeys Assessment (applies only to Paraprofessionals)
  - **COPY** of resume (optional)
3. *Fingerprint Clearance Cards are required for Certified Personnel and School Site Administrators prior to beginning work. Fingerprint Clearance is required for ALL employees at their own expense. Cost ranges from \$22.00 to \$67.00. Fingerprint clearance for Classified & District Office Administrative Personnel is processed following Board approval.*
4. RESUMES WILL NOT BE ACCEPTED in lieu of the *Application for Employment*.
5. Only applications for posted positions will be accepted.
6. ALL DOCUMENTS presented with the *Application for Employment* or offered after the initial submission, become the property of the Riverside School District and cannot be withdrawn once submitted and will not be photo-copied.
7. You must submit a separate application for each position for which you are applying.
8. IF YOU INDICATE "TERMINATED" OR "FIRED" UNDER "REASON FOR LEAVING" IN THE EMPLOYMENT HISTORY SECTION, PLEASE PROVIDE A STATEMENT OF EXPLANATION AND ATTACH IT TO YOUR APPLICATION.
9. It is the responsibility of the applicant to ensure that the *Application for Employment* is completed in full. If a particular area does not apply to you, please indicate so by writing or typing "N/A" in the space provided. When listing dates of employment, be sure to include the month and year. **Incomplete applications will not be considered.**
10. If you meet the minimum qualifications for a position your application will be kept in an active file for a period of six (6) months from the date received by the District. If another like vacancy should occur during this six (6) month period, it will be the responsibility of the applicant to submit a letter of "continued interest" to have their application screened again.
11. It will be the applicant's responsibility to keep personal information, such as address, telephone number, name change, etc., current with the District. UPDATES TO PERSONAL INFORMATION MUST BE DONE IN WRITING.

#### **NOTICE OF NON-DISCRIMINATION**

*The Riverside School District does not discriminate on the basis of age, race, color, national origin, sex or disability in its programs and activities. For inquiries regarding the non-discrimination policies contact the Associate Superintendent.*

# RIVERSIDE SCHOOL DISTRICT NO. 2

1414 S. 51<sup>st</sup> Avenue, Phoenix, AZ 85043 – [www.resdonline.org](http://www.resdonline.org)

Phone: (602) 477-8900 – Fax: (602) 272-8378

## APPLICATION FOR EMPLOYMENT

Applications must be filled out completely and legibly. **APPLICANTS MUST SUBMIT REQUIRED DOCUMENTATION ALONG WITH THEIR APPLICATION(S) AS STATED IN THE JOB DESCRIPTION, E.G., TRANSCRIPTS, HIGH SCHOOL DIPLOMA/GED, CERTIFICATES, ETC., INCLUDING LETTERS OF RECOMMENDATION.** If applying for multiple positions, please make additional copies of your completed application and save your document for future use.

**\*\*PLEASE PRINT OR TYPE\*\***

DATE: \_\_\_\_\_

**Administrative (List Position):** \_\_\_\_\_

**Certified:** Please list your choice of Grade/Subject/Position, e.g., 2<sup>nd</sup> Grade Teacher, 8<sup>th</sup> Grade Math, etc.

**1<sup>st</sup> Teaching Choice** \_\_\_\_\_

**2<sup>nd</sup> Teaching Choice** \_\_\_\_\_

**3<sup>rd</sup> Teaching Choice** \_\_\_\_\_

**Classified (List Position):** \_\_\_\_\_

**FIRST NAME** \_\_\_\_\_ **M.I.** \_\_\_\_\_ **LAST NAME** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_ **CITY** \_\_\_\_\_ **STATE** \_\_\_\_\_ **ZIP** \_\_\_\_\_

**CELL PHONE** \_\_\_\_\_ **HOME PHONE** \_\_\_\_\_ **EMAIL ADDRESS** \_\_\_\_\_

➤ **Are you a current employee of the Riverside School District?**  Yes  No

If yes, where and in what capacity? \_\_\_\_\_

➤ **When would you be available for employment (MM/DD/YYYY)?** \_\_\_\_\_

➤ **If hired, can you provide the documents required to prove that you are authorized to work in the USA?**  Yes  No

➤ **Have you ever been convicted of a felony?**  Yes  No

\*\* If yes, please attach a confidential letter of explanation. The conviction may not necessarily constitute a complete bar to your receiving an employment offer. Factors such as age and date of the offense, seriousness and nature of the violation, as well as rehabilitation, may be taken into account when evaluating this application.

➤ **Are you related by blood or marriage to any person now employed by the Riverside School District?**  Yes  No

If yes, list name, relationship and location of each: \_\_\_\_\_

➤ **How were you referred to Riverside?**  District Website  Newspaper  Internal Posting  Walk-In

Craigslist  Career Fair: \_\_\_\_\_  Individual: \_\_\_\_\_  Other: \_\_\_\_\_

List all of your work experience relative to the position (s) being applied for starting with your most recent or present employment. Account for all periods of employment for at least the last ten years or longer. Use an extra sheet of paper if more space is required. **REFERENCE TO RESUME WILL NOT BE ACCEPTED IN LIEU OF COMPLETING THIS FORM.**

<b>Job Title:</b> _____	<b>Starting Salary:</b> _____	<b>Ending Salary:</b> _____
<b>Company Name:</b> _____	<b>Telephone #:</b> _____	
<b>Address:</b> _____	<b>Start Date:</b> _____	<b>End Date:</b> _____
<b>Name &amp; Title of Supervisor:</b> _____	<b>Reason for Leaving:</b> _____	
<b>Describe your work:</b> _____		
_____		
_____		
_____		

<b>Job Title:</b> _____	<b>Starting Salary:</b> _____	<b>Ending Salary:</b> _____
<b>Company Name:</b> _____	<b>Telephone #:</b> _____	
<b>Address:</b> _____	<b>Start Date:</b> _____	<b>End Date:</b> _____
<b>Name &amp; Title of Supervisor:</b> _____	<b>Reason for Leaving:</b> _____	
<b>Describe your work:</b> _____		
_____		
_____		
_____		

<b>Job Title:</b> _____	<b>Starting Salary:</b> _____	<b>Ending Salary:</b> _____
<b>Company Name:</b> _____	<b>Telephone #:</b> _____	
<b>Address:</b> _____	<b>Start Date:</b> _____	<b>End Date:</b> _____
<b>Name &amp; Title of Supervisor:</b> _____	<b>Reason for Leaving:</b> _____	
<b>Describe your work:</b> _____		
_____		
_____		
_____		

<b>Job Title:</b> _____	<b>Starting Salary:</b> _____	<b>Ending Salary:</b> _____
<b>Company Name:</b> _____	<b>Telephone #:</b> _____	
<b>Address:</b> _____	<b>Start Date:</b> _____	<b>End Date:</b> _____
<b>Name &amp; Title of Supervisor:</b> _____	<b>Reason for Leaving:</b> _____	
<b>Describe your work:</b> _____		
_____		
_____		
_____		

## RECORD OF EDUCATION

Did you successfully complete High School or obtain a GED?     Yes     No

Name & Address of College/Business/Trade School	Course Study	Years attended mo/yr - mo/yr	Check last year completed				Did you Graduate?	Diploma Degree Granted
		from ____ to ____	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
		from ____ to ____	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
		from ____ to ____	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	

## TEACHING/ADMINISTRATIVE CERTIFICATES

Certificate Title	Subject/Area or Specialty	Endorsements	State	Date Issued	Expiration

## COMPUTER SYSTEM/SOFTWARE SKILLS

List the System/Software	Level of Expertise	List the System/Software	Level of Expertise
	<input type="checkbox"/> Beginner <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced		<input type="checkbox"/> Beginner <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced
	<input type="checkbox"/> Beginner <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced		<input type="checkbox"/> Beginner <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced
	<input type="checkbox"/> Beginner <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced		<input type="checkbox"/> Beginner <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced
	<input type="checkbox"/> Beginner <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced		<input type="checkbox"/> Beginner <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced

## FOREIGN LANGUAGE SKILLS

Language	Do You Speak?	Do You Read?	Do You Write?
	<input type="checkbox"/> Fluent <input type="checkbox"/> Minimal	<input type="checkbox"/> Fluent <input type="checkbox"/> Minimal	<input type="checkbox"/> Fluent <input type="checkbox"/> Minimal
	<input type="checkbox"/> Fluent <input type="checkbox"/> Minimal	<input type="checkbox"/> Fluent <input type="checkbox"/> Minimal	<input type="checkbox"/> Fluent <input type="checkbox"/> Minimal

## PROFESSIONAL REFERENCES

Name & Official Position at present	Mailing & Email Address	Home & Cell #

*I have read and understand the Application Process Information Sheet. I affirm that the statements provided are true and complete to the best of my knowledge. If I misrepresent or deliberately omit a fact in this application and/or in any documents attached to this application, I may be refused employment or, if employed, I may be terminated.*

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE

### **NOTICE OF NON-DISCRIMINATION**

The Riverside School District No. 2 does not discriminate on the basis of age, race, color, national origin, sex or disability in its programs and activities. The following employee has been designated to handle inquiries regarding the non-discrimination policies:

**Anna T. Villa**  
Human Resources Director  
1414 S. 51<sup>st</sup> Avenue, Phoenix, AZ 85043