

SUPPORT STAFF/SUBSTITUTE TEACHER APPLICATION

Snowflake Unified School District #5

682 School Bus Lane • Snowflake, AZ 85937 • (928) 536-4156 Extension 7710 • Fax (928) 536-2634

* * * *

Personal Information

Last Name: First Name: M.I.

Home Address: Telephone: () Cell Phone: ()

City: State: ZIP Code:

Business Address: Telephone: ()

City: State: Zip:

Are you legally eligible to work in the United States? Yes ☐ No ☐

Have you ever worked for the Snowflake Unified School District? Yes ☐ No ☐

❖ If yes... **Dates:**

❖ **Positions:**

The Snowflake Unified School District is committed to a policy of non-discrimination in relation to race, color, religion, creed, sex, marital status, age, national origin, political affiliation, and disability in its educational programs, activities or employment policies as required by State and Federal Law. Compliance officer: Superintendent, Snowflake Unified School District Office, 682 School Bus Lane, Snowflake, AZ (928) 536-4156 extension 7710.

POSITION DESIRED

☐ Preschool (Ages 3-5)

☐ Elementary Teacher (Grades K-6)

☐ Junior High teacher (Grades 7-8)

☐ Senior High Teacher (Grades 9-12)

If you are applying for a specific position, please list:

Would you accept any of the following types of employment? ☐ Part-Time ☐ Substitute ☐ Temporary ☐ Night Work

List the days of the week, time of year, time of day or other information regarding when you are generally available to work.

Date of Application:

Certifications (Substitute Teaching Only)

Type of Certification **State of Validation** **Expiration Date**

Type of Endorsement **State of Validation** **Expiration Date**

Education and Training

Please check the highest grade completed: ☐1 ☐2 ☐3 ☐4 ☐5 ☐6 ☐7 ☐8 ☐9 ☐10 ☐11 ☐12

Years of college: ☐1 ☐2 ☐3 ☐4 ☐5 ☐6

Last High School Attended

Location

Graduation Date

Name of Colleges, Trade, Business, or Other Training Schools Attended	Location	Major or Field of Study	Graduation Date	Dates Attended		Type of Degree/ Diploma
				From	To	

Employment Skills and Qualifications

Describe any special training received in addition to that listed above:

If you have any of the following skills, please check the appropriate box:

☐ Typing: Words/Minute? ☐ Shorthand: Words/Minute?

☐ Journeyman skill level in construction or trades: List skills/trades:

☐ Other: List any other skills you have relevant to the job you are applying for

How proficient are you in the use of a computer? Be specific.

List any type of heavy equipment/machinery that you have used and the years of experience using it.

List any other special qualifications, experience or skills you may have (licenses, certificates, skills with certain tools or machines, volunteer or community service, memberships, etc.)

Do you have a Driver's License? ☐ Yes ☐ No ☐ Commercial [CDL] (A driver's license may not be necessary for employment)

Employment Experience

(List most recent experience first and indicate whether position was full-time or part time)

1. Name of employer:

Mailing Address: Street or P.O. Box:

City:

State:

Zip:

Dates of employment: From (month/year)

To (month/year)

Last Salary:

Immediate supervisor: Name

Title:

Phone:

Title of the position you held:

Reason for leaving:

Brief description of the duties and responsibilities:

2. Name of employer:

Mailing Address: Street or P.O. Box:

City:

State:

Zip:

Dates of employment: From (month/year)

To (month/year)

Last Salary:

Immediate supervisor: Name

Title:

Phone:

Title of the position you held:

Reason for leaving:

Brief description of the duties and responsibilities:

3. Name of employer:

Mailing Address: Street or P.O. Box:

City:

State:

Zip:

Dates of employment: From (month/year)

To (month/year)

Last Salary:

Immediate supervisor: Name

Title:

Phone:

Title of the position you held:

Reason for leaving:

Brief description of the duties and responsibilities:

Other Recent Work Experience

(List most recent experience first)

Employer's Name	Location	Position/Nature of Work	Dates

If you ever served in the U.S. Military

Dates Served:

Branch of Service:

Type of Discharge:

Personal References

(Give Names and addresses of three references who have firsthand knowledge of your personality, character and work habits – do not include personal friends or relatives; former employees or co-workers are preferred)

Name (complete)	Position Title or Occupation	Address	Phone

I hereby certify that the information presented on this application, its attachments and related forms 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 the Snowflake Unified School District. I authorize the Snowflake Unified School District to make reference checks 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. I understand that misrepresentation or omission of pertinent facts may cause for dismissal.

Applicant's Signature: _____

Date: _____

AN EQUAL OPPORTUNITY EMPLOYER

Applicants are considered for the job based upon job-related qualifications, without regard to race, religion, color, age, national origin, sex, physical handicap or disability or other protected classifications under state and federal equal opportunity laws.

STATED REQUIREMENTS AND INFORMATION:

Dear Applicant:

Thank you for expressing an interest in joining the staff of the Snowflake Unified School District. Please complete all required sections of the application. Stated below is the Mission of the Snowflake School District as envisioned by our Governing Board. We think it is important for applicants to consider this statement in terms of their philosophy.

The mission of the District is to provide comprehensive, success-oriented learning activities for young people in our schools as we prepare them for the future and learning as a life long process. These opportunities must be designed to develop each student's potential in the areas of academic ability, vocational and technological awareness, cultural appreciation, physical well being, social development, and community contribution.

Schools are for Children-Schools belong to the Community-Schools Are People Developers-Self-Effort Educates

- All applicants without current certification for the position for which they are applying are responsible for contacting Teacher Certification, Arizona State Board of Education, PO Box 6490, Phoenix, AZ 85005-6490, (602) 542-4367 to determine eligibility for certification and providing written documentation of that contact with this application.
- This is to advise you of the Access to Public Records Law and associated case law in the State of Arizona require the disclosure of applicant names and information at a point in the selection process as determined by local Governing Board. We will do our best to notify you prior to any release of such information.
- The School District is an Equal Opportunity Employer, complies with Title IX, and shall seek the "best qualified" applicant based upon job-related qualifications without regard to race, religion, color, creed, age, sex, marital status, physical handicap or disability, national origin or other protected classifications under state and federal equal opportunity laws.
- Applicants are asked not to contact the Governing Board except as requested to do so.
- It is necessary to have the following documents on file with the Personnel Office to be considered for employment:
 1. A completed application
 2. Resume (optional)
 3. Copy of current certifications (if applicable)
 4. Copy of current fingerprint card or proof of application for fingerprint clearance
 5. One letter of reference attesting to your work ethic and/or character.
- Address all communications to:

Office of the Superintendent
Snowflake Unified School District #5
682 School Bus Lane
Snowflake, AZ 85937
(929) 536-4156 extension 7710
- Should this application be treated as confidential with regard to your present employer?

☐Yes ☐No

ACKNOWLEDGEMENT 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
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, and if certified, my certificate may be revoked.

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

Signature

Date

BACKGROUND CHECK AND INFORMATION:

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

- A. Have you ever been convicted of a minor offense other than traffic violations, or been convicted of, admitted committing, plead no contest, or are you waiting trial for any crime involving drug-related offenses including any allegation of 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 or 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 other 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 accusation against you.

☐ Yes ☐ No

Explanation: _____

- E. Have you ever been convicted of a felony? 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: _____

- F. Have you ever been convicted of a dangerous crime against children as defined in ARS, Section 13.604.01? (ARS, Section 13.604.01 requires applicants to give notice of any conviction for dangerous crimes against children. These crimes are defined as second degree murder, aggravated assault, sexual assault, molestation of a child, sexual conduct with a minor, sexual exploitation of a minor, child abuse, kidnapping and sexual abuse). 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: _____

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 Snowflake Unified School District #5 to work as a teacher. 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 hired, 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 educational 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 my 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 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 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 ,

Witness Signature

Applicant Signature

Type or Print Full Name

Type or Print Full Name

Position or Title