



## George Gervin Prep Academy Employment Application

George Gervin Prep Academy (GGPA) welcomes your application! Please complete each section of the application completely. The following information is required:

- Completed application packet (including resume)
- Copy of valid Fingerprint Clearance Card
- Copy of valid Arizona Teacher Certification (if applicable)
- Transcripts (copies are acceptable: originals *Required* upon offer of employment)
- Three current letters of recommendation from employers and/or supervisors preferably from the education field or your college placement file

Thank you for your interest in choosing GGPA.

### Choose One that you are applying for:

- Support Staff
- Teaching/Special Area

Position Desired: \_\_\_\_\_ Application Date: \_\_\_\_\_

Name: \_\_\_\_\_  
Last First Middle Initial

Address: \_\_\_\_\_  
Street City, State, Zip

Birth Date (0/00/0000): \_\_\_\_\_

Daytime number: ( ) \_\_\_\_\_ - \_\_\_\_\_ Evening number: ( ) \_\_\_\_\_ - \_\_\_\_\_

Email Address: \_\_\_\_\_

List name, address and telephone number of person to contact in case of emergency:

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Number: ( ) \_\_\_\_\_ - \_\_\_\_\_

What languages, other than English, do you.....

Speak? \_\_\_\_\_ Read? \_\_\_\_\_ Write? \_\_\_\_\_

**Please list your certificate(s) (If applicable):**

Certificate	State	Date Issued	Date of Expiration
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Please list your endorsement(s) (If applicable):**

Certificate	State	Date Issued	Date of Expiration
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

What content/grades are you certified or highly qualified to teach?  
\_\_\_\_\_

How many years of full-time, contracted teaching experience have you completed?  
\_\_\_\_\_

If you do not hold a certificate, please note the certificate(s) for which you are eligible:  
\_\_\_\_\_

Do you have a fingerprint clearance card from the Arizona Department of Public Safety?  
 Yes      If not, date applied: \_\_\_\_\_  
 No

Please mark any coaching/club activities you might be interested in leading:

- \_\_\_ Soccer    \_\_\_ Volleyball    \_\_\_ Baseball    \_\_\_ Softball    \_\_\_ Basketball    \_\_\_ Dance  
\_\_\_ Strength/Conditioning    \_\_\_ Track    \_\_\_ Drama    \_\_\_ Prom/Cheer    \_\_\_ Football  
\_\_\_ Student Council    \_\_\_ Yearbook    \_\_\_ Newspaper  
\_\_\_ Other: \_\_\_\_\_

Please list certificate(s), level training, and/or number of years experience in the above identified areas:  
\_\_\_\_\_

### Educational Preparation

Type	Name	Location (City/State)	Date of Attendance	Type of Degree Earned
High School:				
College/University:				
College/University:				
College/University:				

How many hours of graduate credit beyond your highest degree? \_\_\_\_\_

### Student Teaching Experience

Name of School	Location (City/State)	Grades/Subjects Taught	Dates	Coop Teacher

### TEACHING EMPLOYMENT EXPERIENCE

List all employment including U.S. Armed Forces in chronological order with **present** employer first. Account for any gaps in employment. Please use this form and attach supplement page if necessary. "See Resume" is not acceptable.

<b>Current or Most Recent Position</b>			<b>Employer</b>		<b>School</b>	
<b>From</b>	<b>Mo</b>	<b>Yr</b>	<b>Address</b>			
<b>From</b>	<b>Mo</b>	<b>Yr</b>	<b>City</b>		<b>State</b>	<b>Zip Code</b>
<b>Name of Supervisor</b>			<b>Phone</b>		<b>Final Base Salary</b>	
<b>Are you presently under contract?</b>					<b>30 or Career Ladder Bonus</b>	
<b>Reason for Leaving</b>					<b>Date Available</b>	

<b>Position</b>	<b>Employer</b>	<b>School</b>
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<b>Held</b>					
<b>From</b>	<b>Mo</b>	<b>Yr</b>	<b>Address</b>		
<b>From</b>	<b>Mo</b>	<b>Yr</b>	<b>City</b>	<b>State</b>	<b>Zip Code</b>
<b>Name of Supervisor</b>	<b>Phone</b>		<b>Final Base Salary</b>		
<b>Reason for Leaving</b>				<b>30 or Career Ladder Bonus</b>	

<b>Position Held</b>	<b>Employer</b>		<b>School</b>		
<b>From</b>	<b>Mo</b>	<b>Yr</b>	<b>Address</b>		
<b>From</b>	<b>Mo</b>	<b>Yr</b>	<b>City</b>	<b>State</b>	<b>Zip Code</b>
<b>Name of Supervisor</b>	<b>Phone</b>		<b>Final Base Salary</b>		
<b>Reason for Leaving</b>				<b>30 or Career Ladder Bonus</b>	

### NON-TEACHING EMPLOYMENT EXPERIENCE

List all non-teaching employment within the last five years including U.S. Armed Forces in chronological order with most recent employer first. Please use this form and attach supplement page if necessary.

<b>Position Held</b>	<b>Employer</b>		<b>School</b>		
<b>From</b>	<b>Mo</b>	<b>Yr</b>	<b>Address</b>		
<b>From</b>	<b>Mo</b>	<b>Yr</b>	<b>City</b>	<b>State</b>	<b>Zip Code</b>
<b>Name of Supervisor</b>	<b>Phone</b>		<b>Salary</b>		
<b>Reason for Leaving</b>					

<b>Position Held</b>	<b>Employer</b>		<b>School</b>		
<b>From</b>	<b>Mo</b>	<b>Yr</b>	<b>Address</b>		
<b>From</b>	<b>Mo</b>	<b>Yr</b>	<b>City</b>	<b>State</b>	<b>Zip Code</b>
<b>Name of Supervisor</b>	<b>Phone</b>		<b>Salary</b>		
<b>Reason for Leaving</b>					

### REFERENCES

List references from people who are familiar with your work performance, work habits, and character including your present supervisor. *Friends and relatives are not acceptable.*

Name	Official Title		
Address	City	State	Zip Code
Contact Number	Email		

Name	Official Title		
Address	City	State	Zip Code
Contact Number	Email		

Name	Official Title		
Address	City	State	Zip Code
Contact Number	Email		

Have you ever been dismissed from a position?  Yes  No

If yes, please explain:

\_\_\_\_\_

Have you ever been asked to resign from a position?  Yes  No

If yes, please explain:

\_\_\_\_\_

Have you ever resigned rather than face disciplinary action and/or non-renewal?  Yes  No

If yes, please explain:

\_\_\_\_\_

Have you ever left before the end of a contract?  Yes  No

If yes, please explain:

\_\_\_\_\_

**CONVICTION REPORT**

Due to the tremendous responsibility George Gervin Prep Academy (GGPA) has to its students and the community, the following information is needed from all applicants and employees regarding convictions. A record of conviction does not prohibit employment; however, failure to complete this form accurately and completely may mean disqualification from consideration for employment or may be cause for dismissal if employed and may result in prosecution for filing false information with a public agency. Employees must report any convictions that occur subsequent to the time they initially completed this form.

For purposes of this form, the term "conviction" means the final judgment on a verdict or a finding of guilty, plea of guilty or a plea of no contest in any court of competent jurisdiction in a criminal case, including, but not limited to city, state, county or federal courts. For purposes of this form you must answer, "yes" to the questions even if an appeal is pending or could be taken and even if the conviction was subsequently dismissed, set aside, deferred, vacated or expunged.

Please attach written explanation if applicable.

\_\_\_\_\_

Former Names: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Have you ever been convicted of, admitted committing, or are awaiting trial for any crime or offense (excluding only minor traffic violations not involving any allegation of drug or alcohol impairment)?  Yes  No

Have you ever been convicted of a sex or drug related offense?  Yes  No

Have you ever been convicted of a felony?  Yes  No

Have you ever been convicted of a dangerous crime against children, defined in A.R.S. §13-604.01 as including second degree murder, aggravated assault, sexual assault, child molestation, sexual conduct with a minor, commercial sexual exploitation of a minor, sexual exploitation of a minor, child abuse, kidnapping and sexual abuse?  Yes  No

Have you ever been arrested for a crime that has not yet been resolved?  Yes  No

Have you ever had any license or certificate of any kind revoked or suspended, sanctioned or any charge or complaint now pending against you before any licensing, certification or other regulatory agency?  Yes  No

If "yes" you must provide the dates of proceedings, name and address of the agency where proceedings took place, a statement of the accusations against you and the final disposition. Attach paper if applicable.

FINGERPRINT/DRUG TESTING/BACKGROUND CHECK

**The Department of Public Safety must fingerprint all George Gervin Prep Academy (GGPA) employees. If for any reason, an employee loses state certification, termination with GGPA will be immediate. All employment with GGPA is conditional until all background checks, including those involving mandatory fingerprinting and drug testing, has been proven satisfactory in the sole discretion of GGPA. GGPA reserves the right to contact all agencies and individuals who have information about the applicant.**

**EQUAL OPPORTUNITY EMPLOYER**

**George Gervin Prep Academy (GGPA), in affiliation with George Gervin Youth Center (GGYC), does not discriminate on the basis of race, color, national origin, gender, disability, religion, sexual orientation or age in its programs, activities, and enrollment or in its hiring and employment practices.**

**AFFIRMATION**

**I certify that all statements made in this application are true and I agree and understand that any deliberate misstatement or omission of material facts will cause forfeiture on my part of all eligibility to any employment or dismissal of employment with George Gervin Prep Academy (GGPA). I authorize George Gervin Prep Academy (GGPA) to independently verify all information I have given on this application to include verification of educational background and employment records. I understand that a comprehensive background check on me will be completed. During the period this background check is being conducted, I will be considered a conditional employee, if hired. I understand that if I refuse to cooperate, refuse to be fingerprinted, am found to have falsified or omitted information on this form, or any document during the application process, or am discovered during the background process to be unfit to work with children or not of the quality George Gervin Prep Academy (GGPA) desires to employ, I will not continue as a candidate of George Gervin Prep Academy (GGPA).**

**Sign and return your completed application form, along with a resume with certificates/endorsements, evidence of highly qualified status, copy of fingerprint clearance card, and three (3) professional references by:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date