**PIMA ACCOMMODATION SCHOOL DISTRICT NO. 00**

***CLASSIFIED POSITION APPLICATION***

**Application materials can be sent via:**

*Mail:*

Office of the Pima County School Superintendent’s Office

Attn: Derika Louk

200 N. Stone, Tucson, AZ 85701

*Fax:* (520) 770-4209

*Email:* HR-Schools@pima.gov

***1. Personal Information***

#### APPLYING FOR: \_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**NOTE: PRINT NAME AND SOCIAL SECURITY NUMBER AS IT APPEARS ON SOCIAL SECURITY CARD**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Social Security Number: / / | |  | |
| Last Name: | | First Name: | | M.I. |
| Mailing Address: | | | | |
| City: | | State: | | Zip: |
| Home Phone: ( ) - | | Cell Phone: ( ) - | | |
| Email Address: | | | | |

***2. Placement Information***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **LANGUAGES** (please  if applicable) | | | | |
| **Language** | **Read** | **Speak** | **Understand** | **Write** |
| English |  |  |  |  |
| Spanish |  |  |  |  |
| American Sign |  |  |  |  |
| Other |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **1. Are you a current Regular/Benefits eligible Pima Accommodation District employee?** | Yes | No |
| **2. Are you a current Temporary or Substitute Pima Accommodation District employee?** | Yes | No |
| **3. Are you a former employee of the Pima Accommodation District?** | Yes | No |

If “Yes” to #3, please list position(s) held and date(s) of employment below

|  |  |  |
| --- | --- | --- |
| **Position Held** | **Dates of Employment** | **Reason for Leaving** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

***4. Education/Certification***

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ***Colleges/Universities*** | | | | | | | | | | |
| **Name and Location** | | **Credit Hours Earned**  **Sem. Qtr.** | | | **Dates of**  **Attendance (Month/Year)** | **1. Major/2. Minor or Field of Study** | | | **Type of Degree Earned** | |
|  | |  | |  |  | **1.** | **/ 2.** | |  | |
|  | |  |  | **1.** | **/ 2.** | |  | |
|  | |  | |  |  | **1.** | **/ 2.** | |  | |
|  | |  | **1.** | **/ 2.** | |  | |
| ***Certifications and Endorsement Areas*** | | | | | | | | | | |
| **Certifications** | **Dates From:** | | **Dates To:** | | **Endorsements** | | | **Dates From:** | | **Dates To:** |
|  |  | |  | |  | | |  | |  |
|  |  | |  | |  | | |  | |  |
|  |  | |  | |  | | |  | |  |
|  |  | |  | |  | | |  | |  |

***5. Work history (begin with most recent employer)***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name of employer: | Phone: ( ) | - |  |  |  |
| Address: | City, State, Zip: |  | , | , |  |
| Supervisor: | May we contact: |  | Yes |  | No |
| Job Title: | Employed from: |  |  | to: |  |
| Duties performed: | | | | | |

***(6.) Previous Employment (continued)***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name of employer: | Phone: ( ) | - |  |  |  |
| Address: | City, State, Zip: |  | , | , |  |
| Supervisor: | May we contact: |  | Yes |  | No |
| Job Title: | Employed from: |  |  | to: |  |
| Duties performed: | | | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name of employer: | Phone: ( ) | - |  |  |  |
| Address: | City, State, Zip: |  | , | , |  |
| Supervisor: | May we contact: |  | Yes |  | No |
| Job Title: | Employed from: |  |  | to: |  |
| Duties performed: | | | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name of employer: | Phone: ( ) | - |  |  |  |
| Address: | City, State, Zip: |  | , | , |  |
| Supervisor: | May we contact: |  | Yes |  | No |
| Job Title: | Employed from: |  |  | to: |  |
| Duties performed: | | | | | |

***7. Additional information***

|  |
| --- |
| Have you been known by a first or last name(s) other than the one provided on this application? Yes No |
| List Name(s): |

List any additional skills, knowledge or experience which you have acquired and would like considered in assessing your qualifications for this position (i.e. volunteer work, family business, training, etc.), please indicate dates:

**PLEASE SUBMIT A RESUME THAT HIGHLIGHTS ADDITIONAL WORK HISTORY THAT YOU WISH TO HAVE CONSIDERED**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Personal References: Give name and complete address of three references who are familiar with your personality, character and/or work habits (Must be within the last 3 years): | | | | | |
| Name | Years Known | Occupation | Address/City/State | Email Address | Phone |
|  |  |  |  |  | ( ) - |
|  |  |  |  |  | ( ) - |
|  |  |  |  |  | ( ) - |

***9. Signature***

I certify that all information I have supplied on this form is true and correct to the best of my knowledge. I understand that omissions or deliberate misinformation will disqualify my application and, if hired, would serve as grounds for dismissal.

I understand that my employment is not finalized until the background investigation has been completed.

I agree to abide by all applicable Governing Board and Pima Accommodation District policies upon my acceptance of employment.

**THIS PAGE MUST BE SIGNED AND DATED**

**Applicant Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

#### PLEASE INCLUDE THE FOLLOWING MATERIALS WITH YOUR APPLICATION FAILURE TO DO SO MAY RESULT IN AN INCOMPLETE APPLICATION:

* **COVERLETTER**
* **RESUME**
* **COPY OF VALID ARIZONA DRIVER’S LICENSE**

**CONSENT TO CONDUCT**

**BACKGROUND INVESTIGATION AND RELEASE**

I, , have applied for employment with the Pima Accommodation School District to work as a(n) . I understand that in order for the School District to determine my eligibility, qualifications, and suitability for the employment, the School District will conduct a background investigation to determine if I am to be considered for an offer of employment. This investigation may include asking my current employer, any former employer, and any educational institution I have attended 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 Private Act, I understand that I have a right to see most education records that are maintained by any educational institution.

In light of the preceding paragraph, I waive / do not waive (initial only one) my right to see any written reference or other information provided to the School District by any educational institution.

According to Arizona Revised Statutes §23-1361, any employer that provides a written communication to the School 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 current or past employees unless they may do so confidentially, without revealing, the references to the employee, and that the School District will not further consider my application if it cannot complete its background investigation.

In light of the preceding paragraph, I waive / do not waive (initial only one) my right to receive a copy of any written communication furnished to the School District by any employer.

Whether or not I have waived my right to see or to receive written references furnished to the School 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 this School 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 , 20

Applicant Signature Witness Signature (Over 18 years of age)

### PROFESSIONAL / SUPPORT STAFF / VOLUNTEER CERTIFICATION & CREDENTIALING REQUIREMENTS

Name Position

I, , being duly sworn, do hereby certify that I have never been convicted of or admitted in open court or pursuant to a plea agreement committing, and am not awaiting trial for committing, any of the following criminal offenses in the State of Arizona or similar offenses in any other jurisdiction:

1. Sexual abuse of a minor
2. Incest
3. First or Second degree murder
4. Kidnapping
5. Arson
6. Sexual assault
7. Sexual exploitation of a minor
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 dangerous or narcotic drugs.
11. Felony offenses involving the possession or use of marijuana, dangerous drugs, or narcotic drugs
12. Misdemeanor offenses involving the possession or use of marijuana or dangerous drugs
13. Burglary in the first degree
14. Burglary in the second or third degree
15. Aggravated or armed robbery
16. Robbery
17. A dangerous crime against children as defined in A.R.S. §13-604.01
18. Child Abuse
19. Sexual conduct with a minor
20. Molestation of a child
21. Manslaughter
22. Assault or aggravated assault
23. Exploitation of minors involving drug offenses

Signature Date Signed

*Notary Public Certification:*

Subscribed, sworn to, and acknowledged before me by , this day of , 20 , in County, Arizona.

Notary Signature

**NOTARY SEAL**

My Commission expires on

### VOLUNTARY DISCLOSURE

**FOR FEDERAL REPORTING PURPOSES ONLY**

This part of your application will not be considered nor used in the screening and/or selection process of the position you are seeking. The information is voluntary and not required for employment. This information will be used solely for Federal and State reporting purposes only.

|  |  |
| --- | --- |
| Applicant Name: | Date: |
| Position Applied For: | |

|  |  |
| --- | --- |
| Gender: | Male Female |
| Are you Hispanic or Latino? | Yes No |
| What is your race? | Please Select from the List: If Other, Please Specify: |
| Are you a Veteran? | Yes No |

It is the policy of the Pima Accommodation School District No. 00 not to discriminate on the basis of race, ethnicity, religion, gender, age, national origin, disability, marital status, political affiliation, sexual orientation, or veterans’ status in its educational programs, activities or employment policies as required by Federal or State laws. The Office of the Pima County School Superintendent abides by federal and state laws regards people with disabilities. If you have a special need, reasonable accommodations will be made in accordance with the Americans with Disabilities Act of 1990.