

Apache Junction Unified School District #43
 1575 W. Southern Avenue, Suite 2 ❖ Apache Junction, AZ 85120
 Phone: 480•982•1110, ext. 2000 ❖ Fax: 480•983•5262



Classified Application

WORK EXPERIENCE

List current and/or previous employers - put most recent experience first. The district will contact your current employer for a reference.

Applicants for positions in Transportation must list ALL employers for the two years prior to the date of this application. If you need additional space, please ask for a supplementary form. Transportation applicants must also sign a "Consent for Information from Previous Employers on Alcohol and Controlled Substances Testing" form.

Dates Employed	Employer's Name (include address)	Phone	Supervisor's Name & Title	Reason for Leaving	Your Position, Title & Salary
From:					
To:					\$
From:					
To:					\$
From:					
To:					\$
From:					
To:					\$
From:					
To:					\$

EDUCATION

List schools attended and special training received:

	Name	Location	Dates Attended	Year Graduated	Diploma/Degree	GED	None
High School							
College or Technical School							
College or Technical School							

Indicate college hours completed or degree awarded _____

PROFESSIONAL EXPERIENCE OR TRAINING

Describe additional training not listed above (i.e., trade school, business schools, etc.) _____



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WORK REFERENCES

Please provide the information below for reference check purposes. References must be listed for the past five (5) years or employment.

Position Held: _____ Dates Position was Held: _____
Supervisor: _____ Title: _____
Address: _____ Phone/Work: _____
_____ Phone/Home: _____
Reason for leaving this position: _____

Position Held: _____ Dates Position was Held: _____
Supervisor: _____ Title: _____
Address: _____ Phone/Work: _____
_____ Phone/Home: _____
Reason for leaving this position: _____

Position Held: _____ Dates Position was Held: _____
Supervisor: _____ Title: _____
Address: _____ Phone/Work: _____
_____ Phone/Home: _____
Reason for leaving this position: _____

(List additional information on a separate sheet)

PERSONAL REFERENCES

Please provide the personal reference information below of an individual(s) that will allow the district to check your background for the past ten (10) years. *(Do not include family/relatives.)*

Name: _____ Title: _____
Address: _____ Phone/Work: _____
_____ Phone/Home: _____
How do you know this person? _____

Name: _____ Title: _____
Address: _____ Phone/Work: _____
_____ Phone/Home: _____
How do you know this person? _____

Name: _____ Title: _____
Address: _____ Phone/Work: _____
_____ Phone/Home: _____
How do you know this person? _____

(List additional information on a separate sheet)

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PERSONAL DATA (please type or print)

Name _____ Date _____

Do you have a driver's license? Yes No License Number _____ Issuing State _____

Do you have a Commercial driver's license? Yes No What Class? _____

SELECTIVE SERVICE REGISTRATION (in compliance with A.R.S. §38-201)

Are you required to be registered with the Selective Service System? Yes No

If yes, please state the place of registration indicating the following: Selective Service Number? _____

City _____ State _____ Local Board Number _____

CANDIDATE SKILL SUMMARY

Please indicate all skills and/or experience you have acquired relevant to the positions(s) for which you are applying:

Clerical

- _____ Typing
- _____ Dictaphone
- _____ Fax Machine
- _____ Laminating Machine
- _____ Filing
- _____ Bookkeeping
- _____ Payroll
- _____ Accounting
- _____ 10-Key Calculator

Computers

- _____ Spreadsheet
- _____ Database
- _____ Word Processing
- _____ Student Records Management
- _____ Communications/Networking
- _____ Hardware Setup
- _____ Software Installation
- _____ Troubleshooting
- _____ Other _____

Grounds/Maintenance

- _____ Heating/Air Conditioning
- _____ Painting
- _____ Carpentry
- _____ Roofing
- _____ Groundskeeping/Landscaping
- _____ Electrical
- _____ Plumbing
- _____ Flooring Installation/Repair
- _____ Heavy Equipment Operator

Custodial

- _____ Classroom Cleaning
- _____ Office Cleaning
- _____ Restroom Facilities
- _____ Floor/Carpet Machines
- _____ Floor Stripping/Rewaxing

Instructional

- _____ Special Education/Resource
- _____ Regular Education
- _____ Health Aide
- _____ Playground Supervisor

Transportation

- _____ Bus/Van Driver
- _____ Bus Aide
- _____ Valid AZ CDL
- _____ Dispatcher
- _____ Bus Mechanic

Food Services

- _____ Serving Line
- _____ Food Preparation
- _____ Cashier

Additional Skills

Occasionally other school districts ask us for applicants. When another district requests this information, we will send your name, phone number and the list of positions you have indicated on your application. For certified applicants, we will also send college major and minor and certification.

Do you give permission for your application information to be shared with other school districts? Yes No

The information shared will NOT contain your social security number or any information not mentioned above.

Signature _____ Printed Name _____ Date _____



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BACKGROUND REPORTING INFORMATION

Because of the responsibility, Apache Junction Unified School District has to its school children and community, the following information is needed from all applicants and employees. A record of arrest or 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. Failure to disclose all information may result in prosecution for filing false information with a public agency. Applicants and employees must report any convictions and arrests that occur subsequent to the time they initially completed this form. Questions regarding this information should be directed to the Director of Human Resources. Please read carefully and answer every question. Answer these questions truthfully even if the condition was ultimately expunged, reversed or otherwise set aside. If any of the boxes are marked "Yes," fill in the information below and attach a letter of explanation.

Name _____ SSN _____

Other names used _____

REQUIRED INFORMATION

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 or employment, name, address and telephone number of the employer(s) and a statement of the alleged reasons for termination. Yes No

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 and the final disposition. Yes No

Are you now being investigated or have you ever been investigated for any alleged misconduct of 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 accusations against you. Yes No

Have you ever resigned rather than face disciplinary action and/or non-renewal by an employer and/or disciplinary against a license/certificate? Yes No

Have you ever been disciplined for any reason which resulted in suspension from work? (with or without pay) Yes No

CRIMINAL ACTIVITY REPORT

Have you ever been convicted of any misdemeanor offense(s) other than traffic violation(s)? Yes No

Have you ever been convicted of a DUI offense? Yes No

Have you ever been convicted of a felony? Yes No

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

Have you ever been convicted of a dangerous crime against children as defined in A.R.S. §13.604.01? ** Yes No

Have you ever been arrested for any offense which has not yet been resolved? Yes No

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CONVICTION INFORMATION

1. Conviction Charge		Date of Conviction	Court of Conviction
City	State	Amount of Fine	Length of Jail Term
Factual Details or Other Remarks:		Length and Terms of Probation:	
2. Conviction Charge		Date of Conviction	Court of Conviction
City	State	Amount of Fine	Length of Jail Term
Factual Details or Other Remarks:		Length and Terms of Probation:	

* Conviction 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.

** A.R.S. §13.3716 requires applicants to give notice of any conviction for dangerous crimes against children. These crimes are defined in A.R.S. §13.604.01 as second degree murder, aggravated assault, sexual assault, molestation of a child, sexual conduct with a minor, commercial sexual exploitation of a minor, sexual exploitation of a minor, child abuse, kidnapping and sexual abuse, if any of these crimes are committed against a minor under 15 years of age.

Under penalty of prosecution and dismissal, I hereby certify that the information presented in my application packet is true, accurate and complete. I authorize the investigation of all statements contained herein and understand that any document relative to this information may be reviewed by the agents or Apache Junction Unified School District. I authorize the Apache Junction Unified School District to make reference checks prior to employment. I understand that my employment is not finalized until the fingerprinting and background investigation has been completed. I understand that misrepresentation or omission of pertinent facts may be cause for dismissal.

Signature

Printed Name

Date



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CLASSIFIED STAFF HIRING

CONSENT TO CONDUCT BACKGROUND INVESTIGATION AND RELEASE

I, _____ [applicant's name], have applied for employment with the Apache Junction Unified School District to work as a _____ [job title]. I understand that in order for the School District to determine my eligibility, qualifications, and suitability for 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 Privacy 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 [1]) my right to see any written reference or other information provided to the School District by any educational institution.

According to Arizona Revised Statutes Section 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 a current or past employee 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 [1]) 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 copies of 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_____.

Witness

Applicant





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APPLICANT INSTRUCTIONS

Please print neatly or use a typewriter. Illegible or incomplete applications will not be considered.

Answer all questions completely and accurately. Give a full account of your employment experience. Include contact names and addresses of current/previous employers for background investigation purposes. *A resume may be attached but will not be accepted in lieu of completing the employment record.*

Sign the Consent to Conduct Background Investigation form.

Complete and have notarized the enclosed Felony Affidavit form.

Sign this application. Applications without signatures will be rejected.

Include the following with your application:

1. The Consent to Conduct Background Investigation.
2. **The signed and notarized Felony Affidavit form.**
3. Immunization records showing most recent MMR if born after 1956.
4. **Applicants applying for Para-Educator positions please include unofficial transcripts or a copy of your Para-Pro Test with passing score of 459 or higher. If hired, you will need to provide official transcripts before starting employment.**
5. **Any applicant with college credit can submit unofficial transcripts with the application. You could be eligible for participation in our Classified Professional Growth Program. If eligible, to be determined on hire, official transcripts are required at that time.**
6. The signed application form.

GENERAL INFORMATION

Arizona law (15-512) requires all employees to be fingerprinted or possess a valid Fingerprint Clearance Card. If fingerprinting is done by the District, there is a processing fee determined by DPS which is payable through payroll deduction.

Your application materials will be reviewed and your qualifications evaluated. If that review and evaluation is successfully completed, you may be contacted for an interview when a position becomes available. Submitting an application does not guarantee an interview.

A complete list of current positions is available on the District web page at www.ajusd.org or on the 24 hour hotline at 480-982-1110.

Your application will be kept on file for six months. You may update it at any time during that period by submitting supplemental information to the Human Resources Department at the above address and materials.

No question on this application should be answered in such a manner as to disclose race, color, creed, national origin, ancestry, age, marital status, sex, or the existence of any physical disabilities or mental conditions unrelated to the performance of the position for which you are applying. Apache Junction Unified School District is an equal opportunity employer in compliance with all state and federal nondiscrimination and affirmative actions guidelines.

**To all APPLICANTS and VOLUNTEERS of the
APACHE JUNCTION UNIFIED SCHOOL DISTRICT**

The State of Arizona requires all employees and volunteers of school districts in the state to be fingerprinted, to sign an affidavit concerning felonies, and to have previous employers contacted. (See Arizona Revised Statutes 15-512 and 15-534.) Any additional information you wish to include must be attached to the application at the time it is submitted.

Instructions: Please answer all the questions and return this signed, dated and notarized form with your application packet.

Print Name

Position

Applicant Signature

Date of Employment (to be completed by employer)

I swear or affirm that the foregoing information completed by me, or submitted by me for employment or volunteer purposes, is true and correct to the best of my knowledge. Furthermore, should any part or all of the information herein provided prove to be false, I recognize that it shall be just cause for suspension, termination or any other disciplinary action against me by the Apache Junction Unified School District.

1. Have you ever been arrested or convicted of any felony offense? Yes No
2. Have you ever been arrested for any offense for which you were fingerprinted? Yes No

Note: You must answer "YES" even if the matter was later dismissed, vacated or expunged. Conviction of an offense does not necessarily result in denial of this application. If you have answered "YES" please clarify in writing on a separate signed and dated sheet. Your clarification will assist us in determining your eligibility for employment.

3. Have you ever been convicted of, admitted committing, or are you awaiting trial on any of the following criminal offenses in this state or similar offenses in another jurisdiction?
- | | |
|---|---|
| <p>a. Sexual abuse of a minor <input type="checkbox"/>Yes <input type="checkbox"/>No</p> <p>b. Incest <input type="checkbox"/>Yes <input type="checkbox"/>No</p> <p>c. First or second-degree murder <input type="checkbox"/>Yes <input type="checkbox"/>No</p> <p>d. Sexual assault <input type="checkbox"/>Yes <input type="checkbox"/>No</p> <p>e. Sexual exploitation of a minor <input type="checkbox"/>Yes <input type="checkbox"/>No</p> <p>f. Commercial sexual exploitation of a minor <input type="checkbox"/>Yes <input type="checkbox"/>No</p> <p>g. Robbery <input type="checkbox"/>Yes <input type="checkbox"/>No</p> <p>h. A dangerous crime against children as defined in ARS section 13-604.01 <input type="checkbox"/>Yes <input type="checkbox"/>No</p> <p>i. Sexual conduct with a minor <input type="checkbox"/>Yes <input type="checkbox"/>No</p> <p>j. Molestation of a child <input type="checkbox"/>Yes <input type="checkbox"/>No</p> <p>k. Exploitation of minors involving drug offenses <input type="checkbox"/>Yes <input type="checkbox"/>No</p> <p>l. Kidnapping <input type="checkbox"/>Yes <input type="checkbox"/>No</p> <p>m. Arson <input type="checkbox"/>Yes <input type="checkbox"/>No</p> <p>n. Felony offenses involving contributing to the delinquency of a minor <input type="checkbox"/>Yes <input type="checkbox"/>No</p> | <p>o. Felony offenses involving sale, distribution or transportation of, offer to sell, transport or distribute or conspiracy to sell, transport transport or distribute marijuana or dangerous or narcotic drugs <input type="checkbox"/>Yes <input type="checkbox"/>No</p> <p>p. Felony offenses involving the possession or or use of marijuana, dangerous drugs or narcotic drugs <input type="checkbox"/>Yes <input type="checkbox"/>No</p> <p>q. Misdemeanor offenses involving the possession or use of marijuana or dangerous drugs <input type="checkbox"/>Yes <input type="checkbox"/>No</p> <p>r. Burglary in the first degree <input type="checkbox"/>Yes <input type="checkbox"/>No</p> <p>s. Burglary in the second or third degree <input type="checkbox"/>Yes <input type="checkbox"/>No</p> <p>t. Aggravated or armed robbery <input type="checkbox"/>Yes <input type="checkbox"/>No</p> <p>u. Child abuse <input type="checkbox"/>Yes <input type="checkbox"/>No</p> <p>v. Manslaughter <input type="checkbox"/>Yes <input type="checkbox"/>No</p> <p>w. Aggravated assault <input type="checkbox"/>Yes <input type="checkbox"/>No</p> <p>x. Assault <input type="checkbox"/>Yes <input type="checkbox"/>No</p> |
|---|---|

Subscribed, sworn to, and acknowledged before me by _____,

this _____ day of _____, 20____, in _____ County, _____ State.

Seal: _____
Notary Public