

ASH FORK JOINT UNIFIED SCHOOL DISTRICT #31
PO BOX 247 / 46999 N 5TH ST
ASH FORK AZ, 86320
928*637*2561 FAX 928*637*2623



OUR VISION *EMPOWER*

**OUR MISSION * WE EMPOWER STUDENTS, STAFF, COMMUNITY AND
PARENTS THROUGH A RIGOROUS CURRICULUM, HARD WORK, AND
AN ATTITUDE THAT FOCUSES ON CONSTANT IMPROVEMENT***

Dear Applicant:

Thank you for your interest in employment with Ash Fork Unified School District #31. Attached is the employment application; please complete and submit ALL documents listed below.

1. Completed AFJUSD Employment Application
2. Current Résumé
3. Letter of Interest
4. Three (3) Letters of Recommendation, CURRENT
5. Copy of University/College Degree, High School Diploma or GED Certificate
6. Unofficial College and/or University transcripts (NOTE: official transcripts will be required only upon selection)

Upon receiving your application, the Superintendent will assess and review your packet to ensure you meet the minimum qualifications for the position you are applying to. The Superintendent will be in contact to schedule an interview if you meet the qualifications.

Again, thank you for your interest in employment with Ash Fork Unified School District. If you have any questions, please contact Sue Atkinson at 928-637-2561, option 3.

Regards,

Ash Fork Unified School District #31

For Office Use Only:

_____ **Date Application Received**
_____ **Application Received By**

ASH FORK JOINT UNIFIED SCHOOL DISTRICT #31
PO BOX 247 / 46999 N 5TH ST
ASH FORK AZ, 86320
928*637*2561 FAX 928*637*2623



OUR VISION *EMPOWER*

OUR MISSION * WE EMPOWER STUDENTS, STAFF, COMMUNITY AND PARENTS THROUGH A RIGOROUS CURRICULUM, HARD WORK, AND AN ATTITUDE THAT FOCUSES ON CONSTANT IMPROVEMENT*

CERTIFIED EMPLOYMENT APPLICATION

Please complete entire application in full. Do not use "refer to résumé" or equivalent statement. Answer all questions completely. This application is part of the review procedure; incomplete information will affect the evaluation of your application.

Date of Application: _____

Position(s) applying for: _____

PERSONAL DATA

First Middle Last Date of Birth / /

Address: _____
P.O. Box # or Street City State Zip Code

Home Phone: _____ **Cell Phone:** _____

Email: _____

When will you be available? _____

List Arizona Certificate(s) now held, including expiration date: _____

If you do not have a current Arizona Teaching Certificate, are you eligible to receive one? Yes ☐ No ☐

Are you a citizen of the United States of America? Yes ☐ No ☐

Are you a former AFJUSD employee? Yes ☐ No ☐ If yes, indicate when & what position you held:

IF YOU DO NOT POSSESS AN ARIZONA CERTIFICATION PLEASE CONTACT:

Arizona Department of Education – Certification Unit

Phoenix Office: 1535 W. Jefferson, Phoenix, AZ 85007 Telephone No.: (602) 542-4367

Tucson Office: 400 W. Congress Street #118, Tucson, AZ 85701 Telephone No.: (520) 628-6326

www.ade.az.gov/certification

What certification(s) do you hold?

Certificate	State	Date Issued	Expiration

What endorsement(s) do you hold?

Endorsement	State	Date Issued	Expiration

Do you have an Arizona Department of Public Safety fingerprint clearance card? Yes ☐ No ☐

Please include a copy of your current Arizona Certificate and Arizona Fingerprint Clearance Card with this application

EDUCATION AND PROFESSIONAL TRAINING

Please list in chronological order all educational institutions attended. Transcripts must be provided for each institution listed. The information should be accurate as it is used to assist in determining your qualifications for employment.

Degree GPA	Name of Institution	City & State	Semester Hours	Graduation Year	Major	Minor
	Undergraduate					
	Graduate					
	Post Graduate					

STUDENT TEACHING – if a 1 st year teacher					
Sch. Yr. Fall/Spring	Grade Level	Subject	Name of Mentor Teacher	School/Address	Hours Earned
Name of College/University			Name of Supervisor	Contact Number	

List all teaching employment in chronological order with most recent first. AFJUSD will contact your employers for reference check. (This also can be listed in full on your resume.)

PROFESSIONAL AND OTHER WORK EXPERIENCE**Required Information***					
Dates Employed	Employer's Name (Include Address)	Phone	Supervisor's Name	Reason for Leaving	Position
From:					
To:					
From:					
To:					
From:					
To:					
From:					
To:					
From:					
To:					

ADMINISTRATIVE OR SUPERVISORY EXPERIENCE					
Dates Employed	Employer's Name (Include Address)	Phone	Supervisor's Name	Reason for Leaving	Position & Salary
From:					
To:					\$
From:					
To:					\$

Have you ever been dismissed or non-renewed from a previous employer? Yes ☐ No ☐
 If yes, please explain: _____

Have you ever been asked to resign from a previous employer? Yes ☐ No ☐
 If yes, please explain: _____

Have you ever resigned from a position rather than face disciplinary action and/or non-renewal?
 Yes ☐ No ☐ If yes, please explain: _____

PROFESSIONAL REFERENCES

Give names and complete addresses of three references that have known you for at least (5) five years and are familiar with your personality, character and work ethics. (Do not list relatives)

Name	Yrs. Known	Official Position	Work Phone	Other Phone
Name:				
Address:				
Name:				
Address:				
Name:				
Address:				

Ash Fork Unified School District #31 is an Equal Opportunity Employer

Ash Fork Unified School District #31 affirms does not discriminate on the basis of race, color, national origin, religion, gender, material status, handicap/disability in admission or access to, or treatment or employment in its educational programs or activities.

I GIVE PERMISSION FOR AN OFFICIAL FROM ASH FORK JUSD #31 TO CONTACT MY CURRENT EMPLOYER. Yes _____ No _____ (PLEASE INTIAL YOUR CHOICE)

My statements on this application, and any attachments to it, are true, complete, and correct to the best of my knowledge and belief and are made in good faith. I understand that a false or fraudulent answer to any question or item on any part of this application or its attachments may be ground for not hiring me, or firing me after I begin work, and may be punishable by fine or imprisonment. I certify that my responses to this entire employment application is made under penalty of perjury, which is punishable by fine or imprisonment, and that I have received notice that a criminal history records check will be conducted and is a condition of my employment.

Signature of Applicant: _____ **Date:** _____

Printed Name: _____

PROFESSIONAL STAFF HIRING

CONSENT TO CONDUCT BACKGROUND INVESTIGATION AND RELEASE

I, _____ (applicant name), have applied for employment with the Ash Fork Joint Unified School District # 31 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, qualification, 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) 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) my right to see 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, furnished 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 the original.

Signature _____

Date _____

Printed name _____

Witness _____

Date _____

(This page must be completely filled out, signed and dated by applicant and witness in order for the applicant to be considered for employment)

CONVICTION REPORT

Because of the responsibility the Ash Fork Joint Unified School District #31 has to its school children and community, the following information is needed from all applicants and employees regarding convictions.* A record of conviction does not necessarily disqualify an applicant from consideration; however, failure to complete this form accurately and completely may mean disqualification from consideration for employment or may be cause for consideration of dismissal if employed and may result in prosecution for filing false information with a public agency. Applicants and employees must report any convictions that occur subsequent to the time they initially complete this form. Questions regarding this information should be directed to the superintendent's office. Please read carefully and answer every question. (Please print clearly)

- a. Name: _____
- b. Have you ever been employed under another name. If so, what was that name?

- c. Have you ever been convicted of a minor offense other than a traffic violation? ☐ Yes ☐ No
- d. Have you ever been convicted of a felony?** ☐ Yes ☐ No
- e. Are you now awaiting trial on a felony charge? ☐ Yes ☐ No
- f. Have you ever been convicted of a sex or drug related offense? ☐ Yes ☐ No
- g. Have you ever admitted or been convicted of a dangerous crime against Children as defined in A.R.S. 13-604.01?*** ☐ Yes ☐ No

IF YOU HAVE ANSWERED YES TO ANY QUESTION C-G, ATTACH THE SUPPLEMENTAL CONVICTION INFORMATION FORM AVAILABLE AT THE DISTRICT OFFICE.

Is there any other information not required by this application that you should disclose to the District so that it may accurately evaluate your fitness to work in a position of public trust with minor students?

☐ Yes ☐ No

If you are uncertain of the relevance or necessity to disclose a matter, trait, etc., disclose and the District will determine whether the information is pertinent. If your answer is anything other than **NO** explain fully. (use separate piece of paper if necessary)

Under penalty of prosecution and dismissal, I hereby certify that the information presented on this application 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 Ash Fork School District.

I authorize the Ash Fork Unified School District#31 to make reference checks prior to employment 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 and the Governing Board has officially approved my employment. I understand that misrepresentation or omission of pertinent facts may be cause for dismissal.

Signature _____ Printed Name _____ Date _____

***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. **Conviction** does **not** include a final judgment which has been expunged by pardon, reversed, set aside or otherwise rendered invalid.

**Prior to hiring you must submit a notarized statement attesting to the fact that you are not now awaiting trial on or have ever been convicted of or admitted to in open court or pursuant to a plea agreement, to committing any of the crimes listed in A.R.S. 15-521D. In conjunction with

***See next page

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 now awaiting trial for committing, any of the following criminal offenses in the state of Arizona or similar offenses in any other jurisdiction, including a charge or conviction that has been vacated, set aside or expunged:

****A.R.S. 15-512(0)**

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 offense involving contributing to the delinquency of a minor
9. Commercial exploitation of a minor
10. Felony offenses involving the sale, distribution, 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 narcotics drugs.
12. Misdemeanor offenses involving the possession or use of marijuana or dangerous drugs.
13. Burglary in the first, second or third degree
14. Aggravated or armed robbery
15. Robbery
16. A dangerous crime against children as defined in section 13-604.01
17. Child abuse
18. Sexual conduct with a minor
19. Molestation of a child
20. Voluntary manslaughter
21. Aggravated assault
22. Assault
23. Exploitation of minors involving drug

offenses

*****A.R.S. 13-604.01 Dangerous Crimes against Children**

Prohibits any of the following with a minor under the age of 15

1. Second degree murder.
2. Aggravated assault resulting in a serious physical injury or involving the discharge, use or threatening exhibition of a deadly weapon or dangerous instrument.
3. Sexual assault.
4. Molestation of a child.
5. Sexual conduct with a minor.
6. Commercial sexual exploitation of a minor.
7. Sexual exploitation of a minor.
8. Child abuse as prescribed in section 13- 3623, subsection A, paragraph 1.
9. Kidnapping
10. Sexual abuse
11. Taking a child for the purpose of prostitution
12. Child prostitution
13. Involving or using minors in drug offenses.
14. Continuous sexual abuse of a child
15. Attempted first degree murder
16. Sex trafficking
17. Manufacturing dangerous drugs under circumstances that cause physical injury to a minor.

Employee signature _____ **Date signed** _____

Subscribed, sworn to, and acknowledged before me by _____

_____, this _____ day of _____, 20____,

in _____ County, Arizona. My Commission Expires: _____