



Employment Application

Date: _____ Position for which you are applying: _____

Bilingual applicants, please list languages spoken fluently: _____

Do you have the legal right to accept employment in the United States? ☐ Yes ☐ No

If not, have you applied for work authorization? ☐ Yes ☐ No

How did you learn about this position? _____

I. Biographical Information

Last Name: _____ Social Security Number: _____
Last First Middle

Other names which may appear on application materials: _____

Current Address: _____
Street City State Zip Code

Permanent Address: _____
(if different from above) Street City State Zip Code

Home Phone: _____ Cell Phone: _____ Message Phone: _____

Email Address: _____

II. Employment Preferences *Indicate below the area(s) in which you are endorsed or qualified to teach:*

- ☐ Elementary (K-5)
☐ Middle School (6-8) ☐ Subject Area Certification: _____
☐ ELL
☐ Special Education
☐ Specialist (Art, Counselor, Librarian, Music, P.E., etc.)

III. Education Preparation *Begin with where you received your high school diploma.*

Institution	State	Degree	Start Date	End Date	Major	Minor	GPA

IV. Certification/Licensure

Arizona

Type	Endorsements/Approved Areas	Expiration Date

Other

Type	Endorsements/Approved Areas	Expiration Date

**An out-of-state teacher who relocates to Arizona may obtain a one-year reciprocal teaching certificate if the teacher possesses a valid teaching certificate with similar criminal history requirements.*

V. Professional Experience

Teaching Experience (*List most recent first.*)

Dates From/To	Salary	Name of School City/State	Grade Level and/or Subject	Cooperating Teacher	Telephone Number

Other Professional Experience

Dates From/To	Salary	Employer and Address	Position	Supervisor	Telephone Number

VI. Extracurricular Activities

List clubs and/or activities you could organize and direct:

- _____
- _____

List sport(s) for which you are trained/qualified to coach:

- _____
- _____

VII. Professional References (*References must cover the past 3 years.*)

Name	Title	Date To/From	City/State	Work Phone

VIII. Background Information

1. Have you ever been convicted of, admitted convicting, or are you awaiting trial for any crime (excluding minor traffic violations not involving any allegation of drug or alcohol impairment)? ☐ Yes ☐ No
2. 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? ☐ Yes ☐ No
3. Have you ever had any license or certificate of any kind (teaching 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? ☐ Yes ☐ No
4. 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? ☐ Yes ☐ No

If any of the above statements have been answered "yes", please explain:

Conviction of a crime is not an automatic bar to employment. The nature of the offense, the date of the offense, and the relationship between the offense and the position applied for will be considered.

IX. District Association

Please list the district(s) with whom you have previously worked:

Are you currently under contract with one of these districts? ☐ Yes ☐ No

If yes, where? _____ Contractual Dates: _____

X. Supporting Documents

Applications must include:

- a. A current resume.
- b. Legible copies of transcripts.
- c. Three letters of professional recommendation including letters from teaching supervisors. If you do not have teaching experience, letters of reference are acceptable.
- d. Copy of your Arizona fingerprint clearance card.

If available, submit copies of the following items with your application:

- e. Copy of your Arizona Teaching Certificate.
- f. Copy of the AEPA/NES results.

XI. Notification/Affidavit/Signature

My signature below indicates that I HAVE READ, I UNDERSTAND, AND I AGREE to the following:

It is the policy of the participating districts not to discriminate on the basis of race, color, religion, gender (including sexual harassment as described in the district's policies concerning sexual harassment), sexual orientation, age, national origin, disability, marital status, political affiliation, or veteran status in its educational programs, activities or employment policies as required by federal law. The district abides by federal laws regarding people with disabilities. If you have a special need, reasonable accommodations will be made in accordance with the American Disabilities Act of 1990. Inquiries regarding compliance with any of the above may be directed to district's School Board; or to the Director of the Office for Civil Rights, U.S. Department of Education, Federal Office Building, 1244 Speer Blvd., Suite 310, Denver, CO 80204-3582.

Every answer I have provided on this application is both complete and truthful. 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 districts will reject my application; (2) if any false information is furnished, I will be ineligible for any consideration for employment and may be subject to criminal prosecution; and (3) if I am employed by the district, I may be dismissed from employment, criminally prosecuted, and if certified, my certificate may be revoked, if it is later determined that I have furnished false information on this application.

I understand that in order for the district to determine my eligibility, qualifications, and suitability for employment, the school district will conduct a background investigation if I am considered for an offer of employment. This investigation may include asking my current and former employer and 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, reason for not rehiring (if applicable), and similar information.

In accordance with Arizona Revised Statute 15-534.B, personnel employed by the district shall certify that they are not awaiting trial on and have never been convicted of or admitted in open court or pursuant to a plea agreement committing any of the following criminal offenses in this state or similar offenses in another jurisdiction. Sexual abuse of a minor, incest, first or second degree murder; kidnapping; arson; sexual assault; sexual exploitation of a minor; felony offenses involving sale, distribution or transportation of, offer to sell, transport or distribute or conspiracy to sell, transport or distribute marijuana, dangerous drugs or narcotic drugs; burglary; aggravated or armed robbery; robbery; a dangerous crime against children as defined in section 13-604.01; child abuse; sexual conduct with a minor; molestation of a child; manslaughter; assault or aggravated assault; exploitation of minors involving drug offenses; driving under the influence of intoxicating liquor or drugs, or aggravated driving under the influence of intoxicating liquor or drugs; offenses involving domestic violence.

It is unlawful for a person seeking employment with the district to fail to give notice of conviction of a dangerous crime against children such as defined in Arizona Revised Statute 13-601.01. (Second degree murder; aggravated assault resulting in serious physical injury or involving the discharge, use or threatening exhibition of a deadly weapon or dangerous instrument; sexual assault; molestation of a child; sexual conduct with a minor; child abuse; kidnapping; sexual abuse; taking a child for the purpose of prostitution; child prostitution; involving or using minors in drug offenses; continuous sexual abuse of a child; attempted first degree murder.)

If employed by the district, employment is conditional and rests upon (a) satisfactory pre-employment reference checks, (b) results of fingerprint check, and is subject to (c) the policies and regulations of the district, (d) submitting documentary proof of authorization to work in the United States, (e) and, if required, appropriate state certification/licensing. Employment will not be finalized until the background investigation has been completed. Misrepresentation or omission of pertinent facts may be cause for termination. Parties providing this information will be released from any liability in connection with reference and fingerprint checks made by the district.

Under penalty of prosecution and termination, 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 agents of the district.

Applicant's Signature: _____

Date: _____

XII. Questions

Please answer each question below. Attach an additional sheet if necessary.

1. What are your strengths as a teacher and what do you enjoy most about teaching?
2. How do you monitor learning and adjust instruction to improve student achievement?
3. How do you ensure that *all* students make at least one year's growth in one year's time?
4. Complete the sentence, "All students can learn and..."
5. Complete the sentence, "When students leave my classroom at the end of the year, they will..."