

**SONOITA ELEMENTARY SCHOOL
DISTRICT NO. 25
23 ELGIN RD
ELGIN, ARIZONA 85611
Ph. (520) 455-5514**

APPLICATION FOR EMPLOYMENT - CERTIFIED

Please check position(s) for which you are applying: Teacher Substitute Teacher Full time Part time
Bilingual applicants, please list languages spoken fluently: _____

Do you have the legal right to accept employment in the United States? Yes No
If no, have you applied for work authorization? Yes No

How did you learn about this position? _____

I. BIOGRAPHICAL INFORMATION

Social Security # _____

Name _____
First Middle Last

Other names which may appear on application materials _____

Current address _____
Street City State / Zip

Permanent address _____
Street City State / Zip

Phone _____ Message Phone _____ Email _____

II. EMPLOYMENT PREFERENCE (S)

Indicate below the area(s) in which you are endorsed or qualified to teach:

Elementary (K-6) (check top 3 choices) K 1 2 3 4 5 6
Special Area Preference _____

Middle School (6-9) (check preference) 6 7 8 9
Subject Area Preference (1) (2) (3) _____

Bilingual Education
Level/Area _____

Special Education
Level/Area _____

Specialists (art, counselor, librarian, music, nurse, PE, etc.)
Level/Area _____

III. EDUCATIONAL PREPARATION

Institution	State	Degree	Start Date	End Date	Major	Minor	GPA

Please type or print in black ink.

IV. CERTIFICATION/LICENSURE

Arizona

Type	Endorsements/Approved Areas	Expiration Date

Out-of-State

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 from a state with similar criminal history requirements.

V. PROFESSIONAL EXPERIENCE (Must be completed even if resume is submitted.)

Student Teaching Experience

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

Teaching Experience (list most recent first)

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

Employment Other Than Teaching (list most recent first; clarify gaps in employment)

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

VI. EXTRACURRICULAR ACTIVITIES

List clubs and/or activities you could direct or supervise _____

List sport(s) for which you are trained and/or qualified to coach _____

VII. PROFESSIONAL REFERENCES (references MUST cover the past two years)

Name	Title	Dates From	Dates To	City/State	Work Telephone	Home Telephone

VIII. BACKGROUND CHECK

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

Give names and complete address of 3 references who are familiar with your personality, character and work habits. (Do not use relatives as references.)

NAME	*DATES KNOWN	OCCUPATION	ADDRESS	PHONE
	From ____ To ____			
	From ____ To ____			
	From ____ To ____			

X. Are you currently under contract? Yes No

If yes, where _____ Contractual dates _____

SUPPORTING DOCUMENTS

Application must include:

- A current resume.
- Official transcripts.
- Two letters of professional recommendation including letters from teaching supervisors. If you do not have teaching experience, letters of reference are acceptable.

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

- Copy of your Arizona Teaching Certificate.
- Copy of your Education Proficiency Assessment test results.
- Copy of your Arizona fingerprint clearance card.

Please type or print in black ink.

XI. QUESTIONS

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

1. What do you hope to accomplish as a teacher?

2. How do you go about deciding what should be taught in your class?

3. What do you think will (does) provide you the greatest pleasure in teaching?

4. Please describe and give examples of the strengths/skills you possess that would complement the school level setting for which you are applying

5. When students leave your classroom at the end of the year, what do you hope they will take with them?

XII. NOTIFICATION/AFFIDAVIT/SIGNATURE

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

It is the policy of this district not to discriminate on the basis of race, color, religion, gender (including sexual harassment as described in the districts' 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 the district's Human Resources Department; 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 district 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 any 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 retired, 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 contributing to the delinquency of a minor; commercial 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; felony offenses involving the possession or use of 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 this district to fail to give notice of conviction of a dangerous crime against children such as defined in Arizona Revised Statute 13-604.01. (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; commercial sexual exploitation of a minor; sexual exploitation of 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 school 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 school district.

Applicant's Signature _____ Date _____

Please type or print in black ink.