

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

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**APPLICATION FOR EMPLOYMENT - CLASSIFIED**

Mr. \_\_\_\_\_  
Mrs. \_\_\_\_\_  
Miss \_\_\_\_\_  
Ms. \_\_\_\_\_

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LAST    FIRST    MIDDLE INITIAL    SOCIAL SEC. NO. (OPTIONAL)

Address \_\_\_\_\_

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STREET    CITY    STATE    ZIP

HOME PHONE

MESSAGE PHONE

DATE

Full-time     Part-time     Temporary

Position(s) Desired (*indicate one or more*).

a. \_\_\_\_\_ b. \_\_\_\_\_ c. \_\_\_\_\_

Submission of resume recommended, not required. This application must be completed without reference to resume. Applications will be retained for 1 year.

▼ **PERSONAL DATA** (*Please type or print*)

1. When will you be available? \_\_\_\_\_

2. Other names used \_\_\_\_\_ Date of use \_\_\_\_\_

3. Previous mailing address: \_\_\_\_\_

STREET

CITY

STATE

ZIP

4. (a) Do you have a driver's license? \_\_\_ Commercial License? \_\_\_\_\_

Type? \_\_\_\_\_

(b) List languages, including English, in which you are proficient.

a. \_\_\_\_\_ b. \_\_\_\_\_ c. \_\_\_\_\_

Speak     Speak     Speak

Read     Read     Read

Write     Write     Write

5. Other applicable licenses/certificates \_\_\_\_\_

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**AN EQUAL OPPORTUNITY ORGANIZATION**

The District does not discriminate on the basis of age, race, color, religion, sex, marital status, handicap, or national origin.

**▼ PROFESSIONAL AND OTHER EXPERIENCE**

7. Provide information below for employer for at least ten years with most recent experience first. (List employer's phone number) "See Resume" is not responsive.

*Dates Employed	Employer's Name (Include address/phone)	Supervisor's Name	Reason for Leaving	Grade Level Subject Taught
From _____ To _____				
From _____ To _____				
From _____ To _____				
From _____ To _____				

\*You are required to provide the month and year for each date required. If you are being considered for employment, the District will contact your current and past employers. Attach supplemental sheet if necessary. Identify question(s) to which you are responding.

8. Please explain any gaps in employment of over 30 days. (For the past 10 Years)  
Attach supplemental sheet if necessary. Identify question(s) to which you are responding.

9. (a) Have you ever been dismissed from a position?

Yes       No      If yes, explain. \_\_\_\_\_

(b) Have you ever been asked to resign from a position?

Yes       No      If yes, explain. \_\_\_\_\_

(c) Have you ever resigned from a position rather than being dismissed?

Yes       No      If yes, explain. \_\_\_\_\_

**▼ EDUCATION AND PROFESSIONAL PREPARATION**

10. List schools attended and special training received; "See Resume" is not responsive.

HIGH SCHOOL	LOCATION					
COLLEGE	LOCATION	DATES ATTENDED	YEAR GRADUATED	DEGREE	MAJOR / MINOR	GPA

Describe additional training not listed above (i.e., graduate hours beyond highest degree earned)

\_\_\_\_\_

\_\_\_\_\_

10a. List honors you have received. \_\_\_\_\_

10b. List professional organizations to which you belong. \_\_\_\_\_

10c. List leadership positions in organizations. \_\_\_\_\_

▼ PERSONAL REFERENCES

11. Give names and complete addresses 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 _____			

\* Provide month and year.

▼ CONVICTION REPORT

12. Because of the responsibility the Sonoita Elementary School District No. 25 has to its school children and community, the following information is needed from all applicants and employees regarding convictions. \* A record of convictions does not necessarily disqualify 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 completed 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 \_\_\_\_\_  
Other names used \_\_\_\_\_  
LAST FIRST MIDDLE  
Dates of usage \_\_\_\_\_

b. Have you ever been convicted of a minor offense other than traffic violation? (A DUI conviction is not considered a minor traffic offense.)  Yes  No

c. Have you ever been convicted of a felony? \*\*  Yes  No

d. Are you now awaiting trial on a felony charge?  Yes  No

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

f. Have you ever admitted or been convicted of a dangerous crime against children as defined in A.R.S. 13-604.01 ? \*\*\*  Yes  No

**\*CONVICTION.** - means the final judgement on a verdict or a finding of guilty, or 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 judgement which has been expunged by pardon, reversed, set aside or otherwise rendered invalid.

If you answered YES to any questions B through F, attach Supplemental Conviction Information Form available from the district.

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13. 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 as to 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 sheet 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 Sonoita Elementary School District No. 25.

I authorize the Sonoita Elementary School District No. 25 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 \_\_\_\_\_ Date \_\_\_\_\_

\*\*Please note that 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 in open court or pursuant to a plea agreement committing any of the crimes listed in A.R.S. §15-534(F) and A.R.S. §13-604.01. In conjunction with this you will submit finger prints for a background check. The crimes required to be disclosed on the affidavit are:

\*\*\* **A.R.S. §1-534(F)**

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 section §13-604.01.\*\*\*
18. Child abuse.
19. Sexual conduct with a minor.
20. Molestation of a child.
21. Voluntary manslaughter.
22. Aggravated assault.
23. Exploitation of minors involving drug offenses.

\*\*\* **A.R.S. §13-604.01:** prohibits any of the following committed against a minor under the age of 15.

1. Second Degree Murder.
2. Aggravated assault resulting in 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. Child abuse as defined in §13-3623. subsection B, paragraph 1.
8. Kidnaping.
9. Sexual abuse.
10. Taking a child for the purpose of prostitution as defined in §13-3206.
11. Child prostitution as defined in §13-3212.
12. Involving or using minors in drug offenses.
13. Continuous sexual abuse of a child.

## APPLICANT/EMPLOYEE RELEASE AUTHORIZATION

Its my understanding that in connection with my application or employment by Sonoita Elementary School District No. 25 (the "Employer"), a background report will be requested by the employer that may include information as to my character, work habits, performance and experience, along with reasons for termination of past employment from previous employers. I further understand that the Employer will be requesting information concerning my motor vehicle operation history and criminal conviction history from various state, private and insurance sources along with other available records. Based upon such understanding:

1. I voluntarily and knowingly, without reservation, authorize each and every present and past employer or supervisor, college or university or other institute of learning, administrator, law enforcement agency, state agency, federal agency, finance bureau/office, credit bureau, collection agency, private business, military branch or the national personnel records center, personal reference and/or other persons to give records of information they may have concerning my criminal conviction history, health, character and employment records or any other information requested to the Employer or its authorized agent.

I understand that information regarding my worker's compensation history is for the purpose of making certain that I am not hired for a position or assigned a job function that could aggravate a previous injury. I further understand that in compliance with the Americans With Disabilities Act, my worker's compensation history will only be investigated by prospective employer and/or agent after a conditional offer of employment has been extended to me.

I understand that according to the Fair Credit Reporting Act, I am entitled to know if employment is denied because of information obtained by my prospective employer from a Consumer Reporting Agency. Upon written request, I will be informed whether an investigate consumer report was requested and be given full information as to the nature and scope of this investigation as well as the name of the reporting agency or sources of information.

2. I voluntarily, knowingly and unconditionally release employer and employer's agent and any named or unnamed informant from any and all liability resulting from the furnishing of any information to either the Employer or its authorized agent.

3. This authorization and release shall be valid until the \_\_\_\_ day of \_\_\_\_\_, 20\_\_ and a photographic facsimile

\_\_\_\_\_  
Applicant/Employee Signature

\_\_\_\_\_  
Date

*(Notice to Applicant: If you are offered a position with the Sonoita Elementary School District No. 25 the offer will be contingent upon you providing the following information and the background investigation not developing any information that would demonstrate that you are not qualified to work at District. The following information is not required until you receive that contingent offer.)*

Last name, First name, Middle Initial: \_\_\_\_\_

Street Address: \_\_\_\_\_

Social Security No.: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Driver's License No.: \_\_\_\_\_ State of Issue: \_\_\_\_\_