

NORTHLAND PREPARATORY ACADEMY

3300 E. Sparrow Ave.
Flagstaff, AZ 86004
928-214-8776 (p)
928-214-8778 (f)

APPLICATION FOR EMPLOYMENT (Please Type of Print)

Please fill out this application to the best of your ability. We are an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin, or disability.

Legal Name _____ Date _____

Address _____

City _____ State _____ Zip _____

Phone No. _____ Business No. _____ E-mail _____

Positions for which you are applying:

Non-certified: _____

Certified: _____

Administrative: _____

“Yes” answers to the following four questions will not necessarily result in denial of employment. The District will consider all the circumstances, including the date and nature of events, which have led to the actions described below. Your written explanation will assist the District in determining your eligibility and suitability for employment. Attach additional sheets if necessary.

1. Have you ever been convicted of, admitted committing, or are you awaiting trial for any crime including a dangerous crime against children as defined by A.R.S. 13.504.01 (excluding any minor traffic violations not involving any allegation of drug or alcohol impairment)? You must answer “YES” even if the matter was later dismissed, deferred, vacated or expunged. If you answer “YES” you must provide dates of the proceedings, the court where the proceedings occurred, a statement of the accusation against you and the final disposition of the case(s).

YES () NO ()

Explanation _____

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? 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 of employment, the name address and telephone number of the employer(s) and a statement of the alleged reasons for termination.

YES () NO ()

Explanation _____

3. 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 ()

Explanation _____

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? 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 ()

Explanation _____

BACKGROUND INVESTIGATION AND RELEASE

(Read these paragraphs before signing this application)

I, _____, [applicant’s name] have applied for employment with this 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 if I am considered for an offer of employment. This investigation may include asking my current and 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. 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 to 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. I waive_____/do not waive_____ 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 who in good faith, furnishes written or oral references requested by this School District to complete its background investigation.

Applicant’s Signature _____ Date signed _____

FINGERPRINT CHECK

(Read these paragraphs before signing this application)

Upon conditional date of hire, all applicants must be fingerprinted by any law enforcement agency. The Arizona Department of Public Safety and the Federal Bureau of Investigation in Phoenix, Arizona will make fingerprint checks. Upon conditional hire, applicants must pay, by way of money order, the cost of fingerprinting. Money orders must be made payable to Arizona Department of Public Safety and presented to Northland Preparatory Academy along with the completed fingerprint card.

All employment with Northland Preparatory Academy is conditional until the governing Board approves such employment and until all background checks, including those involving mandatory fingerprinting, have proved to be satisfactory.

Upon conditional hire, all applicants must certify, before a notary public, on a written form to be provided by the District that they are not awaiting trial and have never been convicted of or admitted to committing criminal offenses as specified in “Certification in Accordance with A.R.S. 512”

Applicant’s Signature _____ Date signed _____

EMPLOYMENT HISTORY

Please begin with your current or last job. Include military service assignments. If you include volunteer activities, please exclude organizations that might indicate race, color, religion, national origin, disability or other protected status. On a separate sheet, document any gaps in employment, i.e. school, travel, etc.

Employer #1 _____
Address _____ Phone No. _____
Duties/Responsibilities _____

From _____ To _____ Salary/Wage per () Hour () Week () Month () Year
Starting Salary/Hourly Rate \$ _____ Ending Salary/Hourly Rate \$ _____
Job Title _____ Supervisor _____
Reason for Leaving _____

Employer #2 _____
Address _____ Phone No. _____
Duties/Responsibilities _____

From _____ To _____ Salary/Wage per () Hour () Week () Month () Year
Starting Salary/Hourly Rate \$ _____ Ending Salary/Hourly Rate \$ _____
Job Title _____ Supervisor _____
Reason for Leaving _____

Employer #3 _____
Address _____ Phone No. _____
Duties/Responsibilities _____

From _____ To _____ Salary/Wage per () Hour () Week () Month () Year
Starting Salary/Hourly Rate \$ _____ Ending Salary/Hourly Rate \$ _____
Job Title _____ Supervisor _____
Reason for Leaving _____

Employer #4 _____
Address _____ Phone No. _____
Duties/Responsibilities _____

From _____ To _____ Salary/Wage per () Hour () Week () Month () Year
Starting Salary/Hourly Rate \$ _____ Ending Salary/Hourly Rate \$ _____
Job Title _____ Supervisor _____
Reason for Leaving _____

EDUCATION AND TRAINING

Please include: The school name, location, diploma or degree received and what your studies were.

HIGH SCHOOL

Diploma or Degree received _____

TRADE SCHOOL

Diploma or Degree Received _____

Major Field of Study _____

COLLEGE (please check all that apply): () AA () BA or BS () MA, MS () M.Ed. () Ed.D. or Ph.D.

Degree	Additional Hours Earned	Name and Location of Institution	Major	Minor	Date Degree Granted
1. AA					
2. BA BS					
3. MA, MS, M.Ed.					
4. Ed.D., Ph.D.					
5. Other					

Note: Since verification of college course work is required, copies of college transcripts **MUST ACCOMPANY** the application.

CURRENT TEACHING CERTIFICATES AND STATES WHERE ISSUED (Copy must accompany this application):

- 1. _____ Expiration Date: _____
- 2. _____ Expiration Date: _____
- 3. _____ Expiration Date: _____
- 4. _____ Expiration Date: _____

OTHER TRAINING:

Please list by years title of training, conferences, in-services, etc. Attended. Do not list courses taken as a part of degree work.

- 1. _____ Type of training _____ Year _____
- 2. _____ Type of training _____ Year _____
- 3. _____ Type of training _____ Year _____
- 4. _____ Type of training _____ Year _____
- 5. _____ Type of training _____ Year _____

Any Honors, Awards, Copyrights, etc. _____



ARIZONA STATE CERTIFICATION

Out-of-state applicants and others without proof of certification must contact: Teacher Certification Unit, Arizona State Department of Education, 1535 West Jefferson, PO Box 6490, Phoenix, Arizona 85005-6490, (800) 352-4558, to determine eligibility for Arizona certification.

PROFESSIONAL, TRADE BUSINESS OR CIVIC ORGANIZATIONS

Please exclude organizations that might indicate race, color, religion, national origin, disability, or other protected status.

REFERENCES

Give names and complete addresses of three references that are familiar with your personality, character, and work habits. Do not include personal friends, relatives or those references in your placement records.

Name _____	Address _____	Phone _____
Name _____	Address _____	Phone _____
Name _____	Address _____	Phone _____

NECESSARY DOCUMENTS

It is necessary for you to have the following documents on file with the school to be considered for a position: (a) completed application; (b) copy of a valid teaching certificate from any state (unless waived); (c) copies of your college transcripts; (d) three letters of recommendation; (e) resume; (f) copy of a class I Arizona fingerprint clearance card. When we have all of these documents, your file will be placed in our active file.

ACKNOWLEDGMENT OF APPLICANT

Every answer I have provided on this application is both complete and truthful. I understand and agree that 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. If any false information is furnished, I will be ineligible for any future consideration for employment and may be subject to criminal prosecution. 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.

Applicants Signature _____ Date signed _____

A.R.S. 15-512 Certification

Name _____ Position _____

I, _____ being duly sworn, do hereby certify that I have never been convicted of, or admitted committing, 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:

- * Sexual abuse of a minor.
- * Incest
- * First or second degree murder
- * Kidnapping
- * Arson
- * Sexual assault
- * 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 marijuana or dangerous or narcotic drugs
- * Felony offenses involving the possession or use of Marijuana, dangerous drugs or narcotic drugs.
- * Misdemeanor offenses involving the possession or use marijuana or dangerous drugs.
- * Burglary in the first degree
- * Burglary in the second or third degree
- * Aggravated or armed robbery
- * Robbery
- * A dangerous crime against children as defined in ARS 13-604.01
- * Child abuse
- * Sexual conduct with a minor
- * Molestation of a child
- * Manslaughter
- * Aggravated assault

Subscribed, sworn, and acknowledged before me by _____

on this _____ day of _____, _____.

in _____ County, State of _____

Notary Public

