



SOUTHGATE ACADEMY

7842 East Wrightstown Road * Tucson, AZ 85715
T (520) 741-7900 * F (520) 741-7901 * www.southgateaz.org

Dear Applicant:

The application packet is used to assist us in the preliminary process of employment.

Please read and complete each document carefully. The following is a list of items that we require from you in order to consider you for a position with Southgate Academy;

1. Completed Application
2. Professional References (Please supply 2 names, phone numbers and addresses)
3. Resume
4. AZ Department of Public Safety Clearance Card
5. State Fingerprint Card (Sample card attached)
6. Authorization of Release of Information

Employment consideration is contingent upon receiving all the above requested items and passing of the mandatory drug screen. This is only a Pre-Employment screening and we reserve the right to cease the continuance of this employment process.

Respectfully,

Southgate Academy Administration

Southgate Academy Charter School
7842 East Wrightstown Road
Tucson, AZ 85715
T: (520) 741-7900
Fax: (520) 741-7901

FOR OFFICE USE ONLY

PHOTO

(Required upon
employment)

**Application for Employment-
Support Staff**

Last Name

First Name

Middle

SS#

Date of Application: _____ **Date of Availability:** _____

Position Desired (first preference only) _____

An Equal Opportunity Employer

Important: Before final consideration for employment, the candidate must have on file in the personnel office a complete set of transcripts and a placement file. It is the candidate's responsibility to see that the transcripts and placement files are provided. A screening interview is also required. Out-of-state candidates should contact: Southgate Academy, 7842 East Wrightstown Road, Tucson, AZ 85715.

The district does not discriminate on the basis of age, race, color, religion, sex, marital status, handicap/disability, national origin or any other legally protected status.

Southgate Academy maintains a drug-free workplace and reserves the right to test employees for use of alcohol or drugs whenever reasonable suspicion exists that the employee has violated the drug-free workplace policy.

REASONABLE ACCOMMODATION: Any applicant with disability who needs reasonable accommodation in any step of the application process should notify a representative in the personnel office: (520) 741-7900.

1. Name _____

2. Social Security # _____

3. Other names used _____

Dates of usage _____

4. Home mailing address:

Street _____

Home phone _____

City _____ State _____

Cell phone _____

Zip _____

Message phone _____

Driver's License No. _____

Expiration Date _____

Issuing State _____

6. Are you legally eligible to work in the United States? Yes ☐ No ☐

Do you presently have work authorization that would allow you to begin working at Southgate Academy? Yes ☐ No ☐

7. POSITION DESIRED: _____

8. Present position _____ Salary/ Hourly Wage _____

9. Reason for leaving position _____

10. Present (or most recent) administrative supervisor(s)

Name	Title	Work Phone	Other phone
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11. Have you ever been dismissed from a position? Yes ☐ No ☐

If answered yes, please explain _____

12. Have you ever resigned rather than faced disciplinary action by an employer? Yes ☐ No ☐
 If answered yes, please explain _____

13. Have you ever been disciplined for any reason which resulted in suspension from work (with or without pay)? Yes ☐ No ☐ If answered yes, please explain reason for discipline and condition of suspension _____

14. Do you hold a valid Fingerprint Clearance Card? Yes ☐ No ☐ If answered yes,
 Card number _____ Expiration date _____

EDUCATIONAL PREPARATION

15. List educational institutions attended: ("see resume" is not sufficient)

Name of institution	Location	Graduation Degree	Graduation Year	Major	Minor
High School:					
Undergraduate:					
Graduate:					
Graduate:					

Highest degree earned: _____

16. PROFESSIONAL EXPERIENCES- Last 5 years

Employer	Location City	Location State	Position Held	Dates	Supervisor
				____/____/____	
				____/____/____	
				____/____/____	
				____/____/____	

List additional experiences on a separate sheet

17. Please explain any gaps in employment not accounted for in items 21 or 22.

EXTRACURRICULAR INTERESTS AND PROFESSIONAL ACTIVITIES

18. Please check the items for which you have an extracurricular interest.

- | | | |
|-----------------------------------------------------------|-------------------------------------------------------|-----------------------------------------------|
| <input type="checkbox"/> Adult Education Programs | <input type="checkbox"/> Drama Coach | <input type="checkbox"/> Swimming Coach |
| <input type="checkbox"/> After School Programs | <input type="checkbox"/> Department Chairperson | <input type="checkbox"/> Tennis Coach |
| <input type="checkbox"/> Archery Coach | <input type="checkbox"/> Flag Corps Advisor | <input type="checkbox"/> Track Coach |
| <input type="checkbox"/> Athletic Trainer | <input type="checkbox"/> Football Coach | <input type="checkbox"/> Volley Ball Coach |
| <input type="checkbox"/> Badminton Coach | <input type="checkbox"/> Forensics Coach | <input type="checkbox"/> Wrestling Team Coach |
| <input type="checkbox"/> Baseball Coach | <input type="checkbox"/> Golf Coach | <input type="checkbox"/> X-Country Coach |
| <input type="checkbox"/> Basket Ball Coach | <input type="checkbox"/> Gymnastics Coach | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Cheer / Pom Coach | <input type="checkbox"/> Intramural Programs | _____ |
| <input type="checkbox"/> Class Advisor | <input type="checkbox"/> Soccer Coach | _____ |
| <input type="checkbox"/> Club Advisor (i.e. Math, French) | <input type="checkbox"/> Special Olympics Coach | |
| <input type="checkbox"/> Newspaper Advisor | <input type="checkbox"/> Sr. High Academic Team Coach | |
| <input type="checkbox"/> Diving Coach | <input type="checkbox"/> Student Council Advisor | |

19. Languages spoken fluently (other than English)

PERSONAL INFORMATION AND REFERENCES

20. Give names and complete addresses of three references that are familiar with your personality, character, and work performance. (DO NOT include family/relatives) ("see resume" is not sufficient)

Name	Years Known	Official Position	Address	State	Phone
			City	Zip	

SELECTIVE SERVICE REGISTRATION (In compliance with A.R.S. 38-201)

Are you required to be registered with the Selective Service System? (Please check)

Yes ☐ No ☐ If answered yes, please indicate the following:

City _____ State _____

Local Board Number _____ Selective Service Number _____

CRIMINAL ACTIVITY REPORT

Because of the responsibility Southgate Academy has to its school children and community, the following information is needed from all applicants and employees. A record of arrest or conviction does not prohibit employment; however, failure to complete this form accurately and completely may mean disqualification from consideration for employment, or may be cause for dismissal if employed. Failure to disclose all information may result in prosecution for filing false information with a public agency. Applicants and employees must report any convictions and arrest that occur subsequently at the time they initially completed this form. Questions regarding this information should be directed to the Administration Office. Please read and carefully answer every question. **PLEASE PRINT CLEARLY.**

1. Name _____ SS# _____

Other names used _____

Dates of usage _____

2. Have you ever been convicted of any misdemeanor offense(s) other than traffic violations?
Yes ☐ No ☐

3. Have you ever been convicted of a DUI offense? Yes ☐ No ☐

4. Have you ever been convicted of a felony? Yes ☐ No ☐

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

6. Have you even been convicted of a dangerous crime against children as defined in A.R.S.
13.604.01? Yes ☐ No ☐

7. Have you ever been arrested for any offense which has not yet been resolved?
Yes ☐ No ☐

CONVICTION INFORMATION

Conviction charge		Date of conviction	Court of conviction
City	State	Amount of fine	Length of Jail Term
Actual details or other remarks		Length or terms of probation	

Conviction charge		Date of conviction	Court of conviction
City	State	Amount of fine	Length of Jail Term
Actual details or other remarks		Length or terms of probation	

CONVICTION means the final judgement on a verdict or a finding of guilty, a plea of guilty, or a plea of no contest, in any state or federal court or competent jurisdiction in a criminal case, regardless of whether an appeal is pending or could be taken. A.R.S. 13.3716 requires applicants to give notice of any conviction for dangerous crimes against children. Those crimes are defined in A.R.S. 13.004.01 as second degree murder, aggravated assault, sexual assault, molestation of a child, sexual conduct with a minor, commercial sexual exploitation or a minor, sexual exploitation of a minor, child abuse, kidnapping and sexual abuse, if any of these crimes are committed against a minor under 15 years of age.

Under penalty of prosecution, perjury and dismissal, I hereby certify that the information on this application is true and accurate and complete. I authorize the investigation of all statements contained herein and understand that the agents of Southgate Academy may review any document relevant to this information. I authorize Southgate Academy to make reference and criminal background 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, furthermore, I understand that I have no right of access to any materials submitted and information gathered by Southgate Academy during the application process and that such material and information are considered the sole property of Southgate Academy.

Signature

Date

Tucson Fingerprint Locations

You may obtain an application packet from your Southgate Academy District Office Human Resource Department or you may request a packet directly from the Arizona Department of Public Safety by either calling (602) 223-2279 or faxing your request to (602) 223-2947. Office hours are Monday through Friday from 8:00am to 5:00pm.

North	Central	South
Marana Police Department 11555 W. Civic Center Drive Marana, Az 85653 (520) 382-2000 Tuesday (9:00 am – 12:00 am) Thursday (1:00 pm – 4:00 pm) Government Photo Id Required Must provide own card Fee: \$10.00 per card **Cash or Check only**	University of Arizona Police Department 1852 E. 1 st Street Tucson Az 85719 (520) 621-8273 Tuesday and Thursday only (8:00 am – 11:00 am) Government Photo Id Required Must provide own card Fee: \$10.00 per card **Cash or Check only**	Pima County Sheriff's Department 1650 E Benson Hwy Tucson Az 85714 (520) 351-4600 Monday - Friday (10:00 am – 1:45 pm) Government Photo Id Required Must provide own card Fee: \$10.00 per card **Cash or Check only**
Oro Valley Police Department 11000 N. La Canada Oro Valley, Az 85737 (520) 229-4900 Tuesday (8:00 am – 10:00 am) Thursday (2:30 pm – 4:30 pm) Government Photo Id Required Must provide own card Fee: \$10.00 per card **Cash or Check only**	Tucson Police Department 1100 S. Alvernon Way Tucson Az 85711 (520) 791-4253 Wednesday only (8:00 am – 3:00 pm) Government Photo Id Required Must provide own card Fee: \$10.00 per card **Cash or Check only**	

Release Authorization

To Be Completed By All Applicants

As part of its pre-employment screening and selection procedures, Southgate Academy requires a background and reference check for employees. The objective of the investigation is to verify the accuracy of the information provided through the application process, check references and identify other factors that might be relevant to Southgate Academy employment requirements. Prior to being hired and during the course of your employment, if hired, we may obtain a consumer report and/or an investigative consumer report about you for employment purposes. This report may include, but is not limited to: Department of Motor Vehicles, current and former employers, credit reporting agencies, military records, school records, professional and personal references, criminal conviction records, information regarding your character, experience, work habits, previous job performance, and the reasons for termination at previous places of employment

The Fair Credit Reporting Act gives you specific rights. If we rely on the report for an adverse action, before taking the adverse action we will give you a pre-adverse action disclosure that includes a copy of the report. Please be advised that you have the right under the Fair Credit Reporting Act to request, in writing, within a reasonable time, that we make a complete and accurate disclosure of the nature and scope of the information requested. Such disclosure will be made to you within five days of the date on which we receive the request from you or within five days from the time that the report was first requested, whichever is later.

I further hereby release and hold harmless *Southgate Academy*, its officers, employees and agents, and any other person, or public or private entity inquiring about, investigating, furnishing, communicating, reviewing or evaluating information or documents pursuant to this request, Authorization, Consent and Release. This authorization, whether in original or copy form, shall be valid for one year from the date indicated next to my signature.

Please print full name:	Last	First	Middle
Please print other names you have used:	Last	First	Middle
Your Address			
Your Address			
City	State	County	Zip
Social Security Number		Date of Birth (Month, Date and Year)	
Driver's License Number		State Issuing License	

I HAVE RECEIVED A COPY OF THIS NOTICE AND AUTHORIZATION

Signature _____ Date _____

You have the right to receive a copy of your Consumer Credit Report should one be requested for employment reasons. ☐ I wish to be furnished with a copy of my Consumer Report should one be ordered.

**THIS PAGE CONTAINS SENSITIVE INFORMATION. KEEP ONLY IN
SECURE FILES SEPARATE FROM PERSONNEL RECORDS.**